

Radiation Therapy Student Handbook

Ivy Tech Community College– Bloomington

Fall 2024

Class of 2026

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**Denotes forms that will be signed by the student at Program Orientation or during the course of the program.*

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all protected classes – race, religion, color, sex, ethnicity, national origin, physical and mental disability, age, marital status, sexual orientation, gender identity, gender expression, veteran or military status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/ affirmative action institution. For more information review the Student Equal Opportunity, Harassment, and Non-discrimination Policy and Procedures at https://docs.google.com/document/d/1_tEgc3NcKFTkromsQBpvOHFzzWZiJgRHhrU1nwsAR4g/preview.

IVY TECH STUDENT HANDBOOK

The purpose of the School of Health Sciences Handbook is to apply concepts of The Ivy Tech Community College Student Handbook to students enrolled in the School of Health Sciences. The full Ivy Tech Student Handbook is available at: <https://www.ivytech.edu/studenthandbook/index.html>

BOOKLET DISCLAIMER

This handbook is intended to supply accurate information to the reader. The imbedded links take the reader directly to the Ivy Tech policy for further clarification. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handbook and its provisions are not in any way a contract.

ACCREDITATION

Ivy Tech Community College of Indiana is accredited by the Higher Learning Commission.

The Higher Learning Commission
230 S. LaSalle Street, Suite 7-500
Chicago, Illinois 60604 – 1411
(800) 621-7440
Website: <https://www.hlcommission.org>

The Radiation Therapy Program at Ivy Tech Community College - Bloomington is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program was awarded accreditation for a period of 8 years in 2018.

Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive
Suite 2850
Chicago, Illinois 60606-3182
(312) 704-5300
Website: www.jrcert.org

ONLINE APPLICATION PROCESS

All Selective Admission Program applicants must use the School of Health Sciences and Nursing Online Application system. In order to be considered for admission into one of these limited enrollment programs, an application must be submitted during the application window. No paper or emailed applications will be accepted. For further information please go to this link: <https://www.ivytech.edu/35320.html>

IVY TECH COMMUNITY COLLEGE

Mission

We are a diverse open-access college that fuels Indiana's economy through excellence in teaching and proactive engagement with industry and community partners, embedded in a culture of innovation that empowers all students to learn and succeed.

Teaching Facilities

All facilities and resources of the Ivy Tech Community College are available to Radiation Therapy students. Students are encouraged to use support services available on campus, as well as online. Instructional support services include among others: tutoring and learning centers, the Ivy Tech Virtual Library, campus libraries, and use of Ivy Learn to enhance course delivery.

STUDENT SUPPORT SERVICES

<https://www.ivytech.edu/admissions/local-enrollment-centers/>

Advising

Ivy Tech Community College uses an Academic/Faculty advisor system. On admission, each degree student is assigned both an Academic and a Faculty Program advisor whose purposes are to:

- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.
- Students may meet with their advisors during a designated registration session or as needed during each semester.

For more information, go to <https://www.ivytech.edu/advising/>.

Faculty program advising occurs at specific times during each semester and on an as needed basis. Faculty of the radiation therapy program maintain an open door policy.

Health Services

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem necessary, emergency medical services may be requested. If a student has a seizure or black out while on campus, emergency medical services will be notified. Ivy Tech Community College does not provide on-campus medical health services. Medical health services are available at local hospitals and clinics.

Counseling

Bloomington Ivy Tech Community College offers free counseling services in the following areas:

Academic Concerns: College adjustment and attendance, monitoring academic progress including probation counseling, test anxiety, study skills, and tutoring.

Personal Concerns: Home and family difficulties, counseling support for crisis intervention, personal finances, health, transportation, and housing.

Advising and Guidance: Transferability of coursework, registration of new and returning students/drop and add, undeclared, and prospective nursing students, preliminary admission procedures and selection of program major.

Academic Skills Advancement: Success Seminar advising session, referrals to community resources for individual tutoring assistance, communication with instructors regarding each student's ASA progress.

Community Referrals: Referrals to appropriate community agencies, cooperative efforts with agency personnel to coordinate support services.

Conflict Resolution: Counseling and mediation of conflicts with other students, faculty, or staff, cooperative efforts with agency personnel to coordinate support services.

Find links to make an appointment at <https://www.ivytech.edu/locations/bloomington/special-programs/counseling-services/>.

Library

The Ivy Tech Library is available to students on- and off-campus, offering full-text journals, books, and other resources essential for course assignments. The Library can be accessed from the "Library" tab in MyIvy. You can access the Bloomington campus library's website at <https://library.ivytech.edu/bloomington3>.

Ivy Tech Online Learning Support

Name: EdTech

E-mail: bloomington-edtech@ivytech.edu

Phone: 812-330-6230
Room: C234, Ferguson Academic Building
Hours: Monday- Friday 8am-5pm

Ivy Tech Technical Support: Help Desk

Phone: 1-888-IVY-LINE (1-888-489-5463), select option 4
Student Help Center: <http://ivytech.edusupportcenter.com>
Submit a Help Ticket: Go to : <https://helpdesk.ivytech.edu/SelfService/Create.html>
and click “Get Support”

Tutoring Services

The Learning Commons in room D117 offers free in-person and online tutoring to all currently enrolled Ivy Tech students. Email: Bloomington-LearningCommons@ivytech.edu. Phone Number: [\(812\) 330-6190](tel:(812)330-6190)

For more details visit the Learning Commons website at <https://library.ivytech.edu/bloomingtontutoring>

- **Tutor.com** – The link for Tutor.com is available in IvyLearn. Click on any course in which you are enrolled, and in the left-hand menu click Tutor.com24/7OnlineTutoring. For supported subjects, Tutor.com provides free asynchronous and synchronous tutoring, 24 hours a day, 7 days a week. Your first 15 hours of online tutoring at Tutor.com are free. After that, there is a fee for this service.
- Students needing **writing assistance** can submit papers through the Learning Commons website library.ivytech.edu/bloomingtontutoring

Ivy + Career Link

Ivy+ Career Link is available to help you in a number of ways:

- Individual coaching to develop their interests, strengths, and career objectives.
- Tools to explore today’s careers that provide meaningful insight into the labor market.
- Resources to develop employability skills needed to become career ready in today’s global workforce.
- Support in securing career experiences in and out of the classroom.
- Employers and career opportunities in fields of interest.

For more information, go to <https://www.ivytech.edu/career-development/>

Student Government Association

Students are provided opportunities to participate in student government through the Student Government Association. The Student Government Association is the representative governing body of the students. Student Government Association representatives are elected or selected

according to the by-laws of the Student Government Association.

The Student Government Association was established by students to encourage participation in student government and to promote college spirit and recognition. The Student Government Association exercises the authority, unless otherwise delegated, to legislate on student matters, subject to the approval of appropriate college administrative offices. The constitutions of all student organizations must be approved by a quorum of the Student Government Association, consisting of a simple majority of the total membership and one staff advisor stated in the by-laws.

More information about the Bloomington Student Government Association can be found at <https://ivylife.ivytech.edu/organization/student-government-association-bloomington>

Housing

Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

Transportation

- All necessary transportation to clinical experience is the student's responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitor areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense. The College does not guarantee transportation to, from or during any clinical experience.
- The College is not responsible for injury or loss resulting from transportation to, from, or during any clinical experience.
- Students assume all risks in connection with "ride-alongs" or transportation to, from, or during any clinical experience.
- The College does not perform, nor can it ensure a motor vehicle record check of third-party drivers of clinical affiliates.
- A student who wants to make a complaint or report driver issues should do promptly by reporting to their instructor.
 - The instructor or program leadership should ensure that action is taken (such as reporting to the clinical educator/affiliate contact and assisting the student to identify alternate transportation means), ensuring no retaliation, so that the student can continue the clinical experience.

Disability Support Services (DSS)

The mission of DSS is to provide access to College programs, services, activities, and facilities for students with disabilities; to provide student advocacy; to encourage the highest levels of academic and

personal achievement; and to advocate for an accessible environment for students, faculty, staff, and visitors.

Students are responsible for contacting the campus Disability Support Services representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Every effort will be made to provide reasonable accommodations in a timely manner.

Documentation of disability must be on file with the [Disability Support Services](#) office prior to services being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request. Please refer to the College's [Documentation Guidelines](#) for specific information on requesting reasonable accommodations.

Financial Information

<http://www.ivytech.edu/financial-aid/contacts.html>

Tuition and Fees

Tuition and fees are set by the State Board of Trustees and are subject to change. Two recent programs have been established to assist students with tuition and textbook costs:

- **Ivy+ textbooks** means all required textbooks are one price.
- **Ivy+ tuition** means the student gets the same tuition rate if you enroll in 12 or more credits per semester. <https://www.ivytech.edu/tuition/>

Expenses for the Health Science student may include fees, educational materials, uniforms, and other materials/equipment for use in the clinical and classroom area. At the time of participation in any certification pathway, the Radiation Therapy student will incur expense associated with obtaining the required physical examination, immunizations, tuberculosis testing, and Healthcare Provider CPR certification (American Heart Association or American Red Cross), criminal background check and drug screen. Students should also anticipate costs associated with applying for certification upon completion of the Radiation Therapy Program.

Financial Aid

Ivy Tech Community College offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the College in an eligible program to receive financial aid. For additional information on financial programs administered through the College, please make an appointment to see a financial aid advisor.

Financial Obligation

The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services.

Liability Statement

Professional liability insurance coverage is provided to all students enrolled in clinical/externship courses within the Radiation Therapy Program. The limits of liability for the Institutional Professional Liability coverage are \$1,000,000 for each medical incident and \$3,000,000 aggregate. This coverage extends to clinical/externship experience at an institution other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance.

Student Accident Insurance

For students registered in credit courses, the College provides no-fault accident insurance in a designated amount of \$3,000 for injuries sustained while participating in College-sponsored activities, on College premises or any premises designated by the College (i.e. clinical site). Injuries which are not deemed accidents but rather arise from an underlying sickness or health condition are generally not covered.

Examples of covered accidents include, but are not limited to the following: · Cutting a finger while chopping an onion in culinary arts class · Getting a fleck of metal in the eye while welding in auto body repair class · Twisting an ankle while lifting a patient in nursing class · Exposure to bloodborne / airborne pathogen (i.e. needle stick sustained at clinical)

In the case of a pathogen exposure, source patient testing is covered under this policy. A source patient utilizing this insurance will need to complete the claim form in the same manner as the student.

This accident insurance is **excess insurance**, meaning all other valid and collectible medical insurance must be utilized prior to the consideration of this insurance. It is not intended to replace insurance coverage students may already have, rather, it is intended to fill in the gaps (pay for deductibles, co-pays or other eligible expenses) of a primary medical insurance policy up to the accident policy limit. Students should review their own coverage. In the absence of other insurance, this insurance becomes primary. Coverage is provided at no cost to the student. The offering and use of this insurance **do not** represent an acceptance of liability from the College.

Once the maximum policy benefit of \$3,000 is reached, the student is fully responsible for payment of medical bills. Filing a claim does not guarantee acceptance and payment of a claim. The master insurance policy issued to Ivy Tech is on file at the Systems Office. The description of the hazards insured, benefits and exclusions is controlled by the master policy. Students with questions may contact their campus student accident gatekeeper.

Withdrawals and Refunds

Withdrawal Policy

<http://www.ivytech.edu/registrar/3432.html>

From the end of the 100% refund period to the end of the week marking the completion of 75% of the course, a student may withdraw from a course online using My Ivy or by filing a change of enrollment form at the Registrar's Office. Withdrawal from a course (with a grade of "W") will display on the student's transcript, however, the withdrawal does not affect the student's GPA in any way.

Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. Records of students withdrawing from courses indicate a "W" status rather than a grade when the withdrawal process is completed. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

Note: Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the financial aid office before withdrawing from a course or program.

Refund policy

In order to receive a 100% refund of tuition and fees, students must drop the course by dates posted at <http://www.ivytech.edu/registrar/3435.html>. The last day to drop with a refund is determined by the length of the course and the first day the class meets. No refunds will be given for drops or withdrawals after the posted dates. If the student withdraws from all of his/her classes during the 100% refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100% refund period, the technology fee will not be refunded.

TITLE IX STATEMENT

Sexual Harassment and Assault

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html>.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html> under Confidential Employees and/or Community Resources.

Students Experiencing Pregnancy, Childbirth, or Related Conditions

Ivy Tech Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began. For more information visit:

https://my.ivytech.edu/policy?id=kb_article_view&sys_kb_id=f72007b91b30f510b470fe6edd4bcb2

Student Complaint Procedures

The College strives to provide the best possible service to all students in every aspect of their academic career. However, we recognize that problems sometimes occur.

Complaints Against Members of the College Faculty or Staff:

When a student believes he/she has a legitimate general complaint against the college, faculty or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident.

The student and the college, faculty, or staff should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings can be resolved at this level.

If the issue is not resolved, the student can express his/her complaint in writing to the individual's supervisor, if the issue is not resolved to the student's satisfaction the student may submit his/her complaint, in writing, to the campus student affairs officer or designee.

The campus student affairs officer or designee will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his or her complaint, then he/she may submit his/her complaint in writing to the Chancellor. The Chancellor will review and attempt to resolve the complaint and determine the next course of action. The resolution enacted by the Chancellor is final.

School Closing Policy

Severe weather conditions or other emergencies occasionally make it necessary to close the campus. Only under extreme emergency conditions are classes cancelled. Students are encouraged to check their Ivy Tech student email for announcement information on closings. Students may also sign up for the Ivy Tech Alert Service in MyIvy to get notified of campus delays and closures.

COLLEGE POLICIES – *refer to online Student Handbook for more information*
The Program abides by college policies. Please refer to the Ivy Tech Community College Student Handbook for the specific policies and procedures. The handbook can be found at the following link: <https://www.ivytech.edu/studenthandbook/index.html>. A part of the Student Handbook is the Code of Student Rights and Responsibilities. This includes the Student Complaint/Grievance Procedures and can be located at the following link: <https://www.ivytech.edu/studentcode/index.html>.

Student Rights and Responsibilities

[Code of Student Rights and Responsibilities](#)

The student appeal process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to appeal against a College employee's decision affecting that student. The College encourages students to resolve their complaints informally. The informal appeal procedures are designed to accomplish a quick resolution that is most expeditious and effective. Whenever the informal process does not result in a satisfactory resolution, the College formal appeal procedure is also available.

In addition, the grade appeal process provides a mechanism for review when a student believes the final grade he or she received in a course is inaccurate. As with the student appeal process, this procedure encourages students to first attempt to resolve the appeal informally, beginning with the faculty member who issued the course grade.

College Rules of Conduct

The reputation of the College and the College community depends in large part upon the behavior and academic achievement of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified, and honorable manner. While enrolled at the College, students are subject to College jurisdiction. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of College representatives, is not in the best interests of the student, other students, or the College. Students who are disciplined should expect to find their sanctions enforced at all Ivy Tech campuses. All students are expected to abide by the College rules of conduct. Please refer to the [Code of Student Rights](#)

and Responsibilities. Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements and College policy.

IVY TECH
RADIATION THERAPY
PROGRAM
GUIDELINES



PROGRAM OVERVIEW

Radiation therapy utilizes ionizing radiation in a strictly controlled environment to treat disease, primarily cancer. High-energy x-ray, gamma, proton and electron beams are common forms of ionizing radiation used. Ionizing radiation can be administered using external beam therapy or by placing a radioactive material directly into a body tissue or cavity. The ultimate goal of radiation therapy is to destroy all abnormal cells while sparing the surrounding normal tissue.

Radiation therapists are part of a multi-disciplinary cancer management team. They are responsible for accurately positioning the patient for treatment, equipment operation, quality assurance, and calculating radiation dose to be delivered. Radiation therapists also have considerable responsibility for providing competent, concerned patient care. The therapist monitors patients throughout treatment, which often lasts several weeks.

PROGRAM MISSION STATEMENT

The mission of the radiation therapy program at Ivy Tech Community College - Bloomington is to empower students into a successful career in radiation oncology. Through proactive engagement with industry and community partnerships, excellence in teaching, and innovative training, the program will prepare graduates for entry-level radiation therapist positions. In addition, the program strives to promote world-class education and hands-on training throughout its curriculum that focuses on critical thinking, effective communication, diversity, and professionalism.

JRCERT STANDARDS for an ACCREDITED EDUCATIONAL PROGRAM in RADIATION THERAPY

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiation Therapy** are designed to promote academic excellence, patient safety, and quality healthcare. The **Standards** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards. The follow is a summary of the Standards. For more details about JRCERT Radiation Therapy Standards please refer to www.jrcert.org

JRCERT Standards for an Accredited Educational Program in Radiation Therapy

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES:

1. Students will possess the knowledge and skills to demonstrate competency in all essential aspects of radiation therapy including treatment/simulation procedures, patient care and radiation safety.
 - 1.1 Students will demonstrate the knowledge and skills necessary to perform common radiation therapy treatment and simulation procedures.
 - 1.2 Students will demonstrate patient care techniques that meet the physical and psychosocial needs of the patient.
 - 1.3 Students will demonstrate knowledge and practice proper radiation safety techniques.
2. The program will provide a curriculum which promotes critical thinking and problem solving skills.
 - 2.1 Students will demonstrate critical thinking and problem-solving skills in evaluation of diseases treated in radiation oncology.
 - 2.2 Students will demonstrate critical thinking and problem-solving skills by applying didactic concepts to the clinical setting.
3. The program will graduate students that demonstrate professionalism and ethical decision making skills.
 - 3.1 Students will demonstrate ethical decision making in the clinical setting.
 - 3.2 Students will demonstrate knowledge of the profession.
4. The program will provide a learning environment that promotes effective communication skills.
 - 4.1 Students will demonstrate effective communication skills in the didactic setting.
 - 4.2 Students will demonstrate effective communication skills in the clinical setting.

Program Effectiveness Outcome Assessment:

- Graduates will pass the ARRT Exam.
- Graduates will obtain employment in radiation therapy.
- Graduates will complete the program.
- Graduates will indicate overall satisfaction with the program.
- Employers will indicate overall satisfaction with the graduates' performance.

Students are provided opportunities to develop skills in team building, critical thinking, cultural sensitivity, and effective communication. Clinical experience fosters affective growth in providing care and responding to the needs of a diverse patient population. The program continuously promotes professional growth and life-long learning.

RADIATION THERAPY EDUCATION

The education of associate degree radiation therapists, encompassing both general and professional education, takes place in institutions of higher learning. Radiation therapy students have available the educational opportunities, extracurricular activities, and auxiliary services of the educational institution which promote personal as well as professional growth. While theoretical components of radiation therapy education take place at the College, clinical practice, an essential part of radiation therapy education, takes place in the health care setting under the **direct supervision** and direction of qualified professionals.

Curricular experiences assist students to define the role of an associate degree radiation therapist and provide opportunities for students to acquire and broaden their knowledge base in radiation oncology, along with related and supporting disciplines. Educational experiences within the oncology departments should also provide the student with an opportunity to demonstrate the attributes of professional responsibility and accountability in actual patient care situations.

The faculty believes that a systematic evaluation of the educational program in radiation therapy is a measure of accountability to society. Instruments used may include, but are not limited to, certification exam scores, admission, attrition, graduation rates, and employer and graduate surveys.

STUDENT AND FACULTY RESPONSIBILITY STATEMENTS

An effective faculty-student partnership is an essential component to achieving student academic success. As is true in any partnership, both parties are expected to contribute. Faculty bring knowledge and expertise to the partnership. Their responsibility is to create an environment conducive to learning and to promote opportunities for student learning, all the while respecting the diversity of the student body. Faculty have a professional responsibility to plan and deliver quality instruction as defined by course objectives and to clearly outline expectations. This includes, but is not limited to:

- evaluating student work in a fair, objective, timely manner;
- respecting opinions without demeaning the student;
- giving help and clarification when needed;

- being accessible and approachable to students (i.e., maintaining posted office hours and arranged appointments);
- having a positive, caring attitude toward teaching and learning; and
- presenting facts and skills in an organized manner that respects various learning styles.

Students contribute effort and potential to the partnership. Students are responsible for participating in the learning process in a conscientious manner while taking full advantage of the educational opportunities available. Students are also expected to conduct themselves in such a manner as to not interfere with the learning of others. The following list is not meant to be inclusive, but rather further defines the student role:

- come to all class sessions prepared and on time;
- display interest in the subject matter through participation, questions, etc.;
- bring forth concerns to appropriate individuals;
- seek help and clarification when necessary (i.e., through tutoring, study groups, questions);
- engage in accurate, objective self-assessment of own work and continually be aware of class standing/performance;
- understand the instructor's expectations and methods of assessment; and
- initiate all paperwork necessary to enroll in and exit from the course, including financial aid documents.

Everyone has a responsibility to respect the rights of others with regard to academic affairs. This includes: refraining from inappropriate comments; engaging in value-neutral discussions when differences occur; developing sensitivity to diversity among students and faculty; allowing others an equal chance to participate; and respecting the personal time of others.

The welfare and academic success of the students are the primary considerations for the learning partnership. The contributions made by both faculty and students are critical to the success of the partnership.

TERMINAL OBJECTIVES FOR THE RADIATION THERAPY PROGRAM

The College has identified six general education areas of focus, in accordance with the state's definition of a general education, designed to provide students with the tools to be productive, responsible citizens and lifelong learners. The general education areas are:

- 1. Written communication**
- 2. Speaking and listening**
- 3. Quantitative reasoning**
- 4. Scientific ways of knowing**
- 5. Humanistic and artistic ways of knowing**
- 6. Social and behavioral ways of knowing**
- 7. Clinical Competencies**

The Program in Radiation Therapy has identified the following competencies in seven clinical areas that are required for graduation:

I. Simulation Procedures

The graduate will be able to:

1. Demonstrate effective, accurate oral and written communication.
2. Maintain accurate records of simulation procedures.
3. Perform related mathematical functions.
4. Demonstrate knowledge of human structure, function, and pathology.
5. Demonstrate knowledge of radiation physics in radiation interactions and radiation protection techniques.
6. Provide competent, concerned patient care.
7. Verify physician's prescribed course of radiation therapy.
8. Utilize immobilization and beam directional devices.
9. Demonstrate understanding of the function of simulation equipment and accessories, including CT.
10. Interact with patients and families concerning the physical and psychological needs of patients.
11. Apply rules and regulations for radiation safety, and detect defects which might pose a radiation hazard.
12. Conduct patient education.

II. Treatment Procedures

The graduate will be able to:

1. Demonstrate effective, accurate oral and written communication.
2. Maintain records of treatments administered.
3. Perform specific mathematical functions as required.
4. Provide competent, concerned patient care.
5. Deliver a planned course of radiation therapy.
6. Verify physician's prescribed course of radiation therapy and recognize computation errors.
7. Demonstrate awareness of patterns of physical and emotional distress exhibited by patients and initiate appropriate follow-up.
8. Detect malfunctioning equipment and initiate appropriate follow-up.
9. Apply rules and regulations for radiation safety and detect defects which might pose a radiation hazard and take appropriate action.
10. Demonstrate understanding of the function of equipment and accessories.
11. Appropriately apply wedge and compensating filters.
12. Recognize patients' clinical progress and complications and recognize when treatment should be withheld until physician consultation is obtained.
13. Interact with patients and families concerning the physical and psychological needs of patients.

III. Patient Care and Management

The graduate will be able to:

1. Demonstrate effective, accurate oral and written communication.

2. Demonstrate knowledge of human structure, function, and pathology.
3. Provide competent, concerned patient care.
4. Demonstrate awareness of patterns of physical and emotional distress exhibited by patients and initiate appropriate follow-up.
5. Demonstrate knowledge of methods of continuing patient evaluation, both ongoing and follow-up.
6. Recognize patients' clinical progress and complications and recognize when treatment should be withheld until physician consultation is obtained.
7. Interact with patients and families concerning the physical and psychological needs of patients.
8. Conduct patient education.

IV. Quality Assurance

The graduate will be able to:

1. Maintain records of treatments administered.
2. Perform specific mathematical functions as required.
3. Demonstrate knowledge of radiation physics in radiation interactions and radiation protection techniques.
4. Demonstrate knowledge of commonly used brachytherapy sources.
5. Demonstrate knowledge of methods of calibration of equipment and quality assurance.
6. Detect malfunctioning equipment and take appropriate action.
7. Apply rules and regulations for radiation safety and detect defects which might pose a radiation hazard and take appropriate action.
8. Demonstrate understanding of the function of equipment and accessories.
9. Report all accidents to equipment following appropriate procedures.
10. Verify physician's prescribed course of radiation therapy and recognize errors in computation.

V. Dosimetry

The graduate will be able to:

1. Enter contours into the TPS
2. Transfer CT data into the TPS with correct patient orientation and proper labeling of files
3. Identify and use basic 2D/3D treatment planning tools to set-up the patient for dose calculation
4. Perform various treatment plans
5. Describe reasons for choosing one method over the other
6. Explain the reasons for choosing energies
7. Compare and contrast a 2D vs. 3D plans
8. Diagram and describe the geometry treatment set-ups
9. Design and use wedges to avoid a hot spot
10. Manipulate 3D tools in TPS
11. Describe the procedure for setting up and calculating using electrons

12. Properly identify, contour, and know the dose limits for critical structures
13. Explain common concerns in choosing the placement of the isocenter and designing of MLC ports
14. Describe the basic concepts of such advanced dosimetric specialties as stereotactic radiosurgery, brachytherapy, total body irradiation, IMRT, and five field breast planning

VI. Professional Responsibility

The graduate will be able to:

1. Use independent judgment and discretion in the performance of duties.
2. Practice within legal and ethical parameters.
3. Use critical thinking and problem solving skills to adapt theory to practice and to deal with non-routine situations.
4. Appropriately investigate a topic and effectively communicate the results.
5. Read and evaluate professional literature.
6. Utilize a variety of sources of continuing education to maintain professional knowledge and competence.

VII. Clinical Procedures

The graduate will be able to incorporate the previous outcomes in the performance of the following radiation therapy clinical procedures:

A. Simulation Procedures

- Brain
- Head and Neck
- Thorax
- Breast
- Pelvis
- Skeletal

B. Radiation Treatment Procedures

- Brain
 - Primary
 - Metastatic
- Head and Neck
 - Multiple field
- Thorax
 - Multi-field (non-IMRT)
 - IMRT and/or Volumetric arc therapy
- Breast
 - Tangents
 - Supraclavicular
 - Post. Axillary
 - Special set-up
- Abdomen
 - Multi-field
- Pelvis
 - Multiple field supine
 - Multiple field prone
- Skeletal
 - Multi-field spine

- Extremity
 - Electron Fields
 - Single field
 - Photon or Electron Fields
 - Abutting fields
- C. Participatory Procedures*
- Total Body Irradiation (TBI)
 - Craniospinal
 - Brachytherapy
 - SBRT/SRS
 - Special Treatment Simulation Procedure
 - Custom Block Process (Photon or Electron)
- D. General Patient Care*
- CPR-BLS
 - Vital signs (BP, pulse, respirations, temperature)
 - Oxygen Administration
 - Patient Transfer
- E. Quality Control Procedures*
- Linear Accelerator
 - Laser Alignment
 - Imaging Systems
 - Beam Output and Symmetry
 - Simulator
 - Laser Alignment
 - QC Water Phantom
- F. Dosimetry*
- Single Field
 - Parallel Opposed Fields
 - Weighted Fields
 - Wedged Fields
 - Computer Generated Isodose Plan
 - Electron Field
- G. Treatment Accessory Devices*
- Custom Bolus
 - Custom immobilization devices
 - Thermoplastic mold

LICENSURE/CERTIFICATION IDENTIFICATION REQUIREMENT

Many Health Science Programs have Technical Program Outcomes of certification or licensure examinations. Students may be required to have a Social Security Number and/or a State Issued Photo Identification Card to take these examinations. Students not possessing these should begin working on appropriate documentation with their campus International Student Advisor/Disability Support Office early in the program.

CLINICAL FACILITIES

The clinical/externship experience is an integral part of the educational experience for all Radiation Therapy students. The Program has affiliation agreements within each service area.

For more information on clinical affiliates, please contact the Radiation Therapy Program Chair. The clinical/externship is required for program completion.

Facilities used by students may include freestanding cancer centers, hospital radiation oncology departments and university based treatment facilities.

Note: Students are subject to rules and regulations for each facility as represented during orientation. Additional sites may be added for observation experiences or additional clinical sites may be needed. Students are expected to be able to attend clinical experiences whenever they are assigned.

SAFETY

Each course syllabus contains a statement describing safety needs that the student should meet. Beyond general safety, some courses have specific safety rules that are necessary. These are posted in appropriate areas and presented both verbally and as handouts. **It is the responsibility of each student to follow all safety instructions** to protect not only his/her own well-being, but also the well-being of others in the area.

Any student who engages in any unsafe patient care practice, whether on campus or in off-campus assignments, will be dismissed from their program and will fail the course in which unsafe action occurred.

Unsafe practice shall be based on the practice acts as defined by the professional organization of the program and/or the laws of the state of Indiana as they pertain to the program in which the student is enrolled. Failure to follow any faculty instruction resulting in potential or actual harm to self, co-workers, classmates, and/or patients is by definition an unsafe action. Acting outside the scope of the appropriate professional practice is an unsafe action. Any act or failure to act which results in serious and immediate threat to self, coworkers, classmates and/or patient is an unsafe act.

The radiation therapy faculty reserves the right and accepts the responsibility to determine whether a trend or single incident constitutes unsafe practice.

Students will not report to clinic without a radiation monitoring badge. Lost badges should be reported to program faculty as soon as possible so a new one can be ordered. The student will be responsible for the cost of expedited shipping.

Radiation Monitoring Policy

Records of exposure are maintained by the Program during the student's period of enrollment. Program faculty are given access to the radiation badge reports within a month after the monitors have been submitted to the company for evaluation. Reports of the radiation exposure are sent to the Clinical Director. Each student will receive a copy of the report within 30 business days after the faculty receive them.

A threshold dose of 60 mrem is identified for a student’s radiation monitoring report. In the case where a report shows an exposure of 60 mrem the Clinical Director will investigate reasoning for the dose by consulting with the clinical site and student. While this is considered an allowable exposure, an investigation will in hopes reduce the probability of an overexposure from occurring.

Should a **radiation badge reading exceed the allowable amount**, see below for ALARA (“As Low As Reasonably Achievable”) Level limits, the faculty will evaluate possible reasoning for the high dose on the student’s badge report. The level at which the reading exceeds will determine what further actions will be taken. When a reading exceeds any of the ALARA Levels, the program’s Radiation Safety Officer (Douglas Frye, Ph.D., DABR) will be contacted for further guidance. The student may be required to write a detailed report explaining the reasoning for the excessive dose.

ALARA Level Limits

	Whole Body Dose	Lens of Eye	Extremities or Skin
Normal Dose Limits (no action required)	5,000 mrem/year	15,000 mrem/year	50,000 mrem/year
ALARA Level I	125 mrem/quarter	375 mrem/quarter	1,250 mrem/quarter
ALARA Level II	375 mrem/quarter	1,125 mrem/quarter	3,750 mrem/quarter
Investigative Threshold Dose	60 mrem/quarter		

CLINICAL PROGRESSION and SAFETY

Clinical experience demonstrates your ability to provide safe and accurate patient care and treatment. Failure of clinical rotations or competency exams represent a lack of progress and ultimately a danger to the patient. The failure of clinical rotation evaluations (semester average of all therapists’ evaluations) or competency exam evaluation will result in an “F” for the course and dismissal from the program. Failure of more than 5 competency exam evaluations on the first attempt (i.e. having to repeat more than 5 competencies) throughout the duration of the program will result in an “F” for the course and dismissal from the program.

AGREEMENT TO MRI SAFETY SCREENING PROTOCOL POLICY

The Radiation Therapy Program Administration and Faculty have established a Magnetic Resonance (MR) Imaging Safety Screening Protocol for students having potential access to the magnetic resonance environment. This assures that students are appropriately screened for magnetic wave or radiofrequency hazards. Students will complete a Magnetic Resonance (MR) Imaging Screening Form during new Radiation Therapy student orientation, and the form will be kept on file for any potential MR rotations. Any student who is at risk in the MR Environment will be required to meet with program faculty to discuss limitations at assigned clinical. Program officials will notify the Clinical Instructors. The student will be required to keep an up-to-date copy of the screening form in their portfolios at all times. The portfolio should accompany the student to clinical at all times. Students will be required to self-report any medical history changes to the Clinical Coordinator.

Student's signature

Date

Student's printed name

Program officials signature

Date

Magnetic Resonance Screening Form for Students

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves. This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during the actual data acquisition or scanning.

Name: _____ **Date:** _____

	Circle Yes of No	
1. Have you had prior surgery or an operation of any kind?	Yes	No
If yes to question 1, please indicate the date and type of surgery: Date: _____ Surgery Type: _____		
2. Have you had an injury to the eye involving a metallic object (e.g., metallic slivers, foreign body)?	Yes	No
If yes to question 2, please describe: _____		
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?	Yes	No
If yes to question 3, please describe: _____		
4. Please indicate if you have any of the following:		
Aneurysm clip(s)	Yes	No
Cardiac pacemaker	Yes	No
Implanted cardioverter defibrillator (ICD)	Yes	No
Electronic implant or device	Yes	No
Magnetically-activated implant or device	Yes	No
Neurostimulator system	Yes	No
Spinal cord stimulator	Yes	No
Cochlear implant or implanted hearing aid	Yes	No
Insulin or infusion pump	Yes	No
Implanted drug infusion device	Yes	No
Any type of prosthesis or implant	Yes	No
Artificial or prosthetic limb	Yes	No
Any metallic fragment or foreign body	Yes	No
Any external or internal metallic object	Yes	No
Hearing aid	Yes	No
Other device: _____	Yes	No

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. Should any of this information change, I will inform my Program Director.

Signature of Person Completing Form: _____ Date: _____

The student has not identified any contraindications to entering MR Zone III or IV.

The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.

Form Information Reviewed By: _____

Print Name

Signature

Title

Remember: The magnet is always on!

GENERAL CONDUCT IN AFFILIATING CLINICAL AGENCIES:

NAMES Adult patients, hospital personnel, office personnel, and faculty are to be addressed by their proper title and last name unless directed otherwise by faculty.

MEALS & BREAKS* Students will adhere to department policy. Clinical supervisor will instruct students on time and length of meals and breaks.

ERRANDS Unless on a patient care errand, students are to remain in their assigned area. Students are not to visit each other or patients while assigned to a clinical experience area.

PHONE Telephones in the clinics are for business purposes only. Any student who needs to place a phone call must do so during their scheduled break.

ABSOLUTELY NO CELL PHONES ARE TO BE USED DURING CLINICAL ASSIGNMENTS .

SMOKING/REFRESHMENTS Eating or smoking while on duty is prohibited.
REMEMBER: MOST HEALTH CARE AGENCIES ARE SMOKE FREE.

PROFESSIONAL ROLE

1. Clinical policies and guidelines are defined on each clinical syllabus which is distributed prior to the beginning of each semester.
2. Students are to follow both verbal and written instruction given by Ivy Tech or clinical faculty.
3. All students must demonstrate competency in fundamental skills and procedures through demonstration. Each student will be expected to:
 - a. verbalize underlying principles with 100% accuracy
 - b. demonstrate 100% safety for patient
 - c. demonstrate accuracy, reasonable speed and agility
4. All students must be under the **direct supervision** of an appropriately qualified professional at all times. No procedures will be performed independently.
5. Students are expected to display professional behavior at all times. If, at any time, the student's behavior or action jeopardizes the safety or well-being of any patient, immediate dismissal from the program will occur.

DRESS CODE FOR CLINICAL COURSES

1. **HAIR** – must always be worn in a style off the neck and well-controlled. No extreme hair styles or coloring are permitted. Male students must be clean shaven, or beards and mustaches must be clean and neatly trimmed.
2. **UNIFORM** – You are expected to maintain a neat and professional appearance at all times. The dress code for the radiation therapy program is gray scrub tops with an embroidered Ivy Tech logo, black scrub pants, and optional scrub jacket. Scrub uniforms must be purchased from the Ivy Tech Bloomington Bookstore. Financial aid allotments may cover the full or partial cost of the uniform.

Scrubs must be clean and non-wrinkled when worn to clinical rotations. A clean, pressed white or black long sleeve shirt without a collar may be worn under the student's scrub top. Lycra material such as UnderArmour is allowed. *Absolutely no clothing made of denim or form fitting spandex may be worn. Thermal underwear is prohibited.*

The radiation safety badge must be worn at all times while in clinic.

The image you present to your patients has a direct impact on how you are perceived. If your appearance is unacceptable, you will have to leave clinic to correct the problem and time missed will be deducted from your clinical hours.

3. **IDENTIFICATION** – ID badge is worn at ALL times. If the name badge is lost or broken, replacements must be ordered promptly. A charge may be made for replacement badges. Refer to individual clinical site policies for proper identification.
4. **SHOES** – Must be primarily black tennis or uniform shoes. Shoes are to be clean and in good repair. No open toed shoes, moccasins, clogs or Crocs are allowed.
5. **JEWELRY/PIERCINGS**- Jewelry should be kept to a minimum. A watch and wedding and/or engagement ring OR one plain ring is acceptable. If the student has pierced ears, only small gold or white studs may be worn (multiple pierced earrings are not acceptable, only one earring per lobe). No other jewelry/piercings are to be visible.

***Because many clinical facilities now allow multiple piercings, exceptions to this policy can be made only if permission is given by the appropriate clinical personnel. Until then, it is assumed jewelry and piercings should be kept to a minimum.

6. **TATTOOS** – ALL tattoos must be covered and not visible while in uniform.

***Because many clinical facilities now allow visible tattoos, exceptions to this policy can be made only if permission is given by the appropriate clinical personnel. Until then, it is assumed all tattoos must be covered.

7. **HOSE** – only full-length hose are to be worn with dress uniforms. Clean socks or hose may be worn with pant uniforms.
8. **MAKE-UP** and **AFTER SHAVE** must be worn in moderation.
****PERFUME or SCENTED LOTIONS ARE NOT PERMITTED****
9. **FINGERNAILS** – are to be kept **SHORT** (not visible above finger tips) and **WELL MANICURED**. Colored polish is not acceptable. Artificial or acrylic fingernails are not allowed to be worn.
10. **GOOD PERSONAL HYGIENE** and **NEAT APPEARANCE** are to be maintained at all times by daily bathing, frequent shampooing and use of deodorants.
11. **CANDY, GUM, OR TOBACCO** may not be chewed in the clinical setting.

***Exception: candy or gum may be allowed with prior approval from the Clinical Supervisor or therapists at the assigned clinic.
12. **NO SMOKING** is permitted while in uniform.
13. **LAB** - During lab, students are expected to dress in conservative street clothes. Please refrain from wearing clothing that exposes areas of the body not meant to be seen in a professional setting (i.e., belly button, abdomen, cleavage).

***Program uniforms will be worn when attending labs or other events held in any clinical setting.**

CLINICAL ASSIGNMENTS

The clinical setting is defined as the community agencies in which students gain clinical experiences. Students may not accompany patients or clients being transported in ambulances, helicopters, or other agency vehicles unless the experience deems necessary as determined by the clinical instructor. Students are not to transport clients in their personal vehicles at any time.

Personal break times or lunch periods are to be taken jointly with the center staff or as designated by the clinical instructor. Breaks of no more than 15 minutes are a privilege and should be treated as such. Students are not to invite friends and relatives to the facility for lunch.

Use of tobacco products is not permitted in the clinical agency or on any hospital grounds. This includes chewing tobacco.

****When leaving an assigned area at any time, students must report to their clinical supervisor or appropriate staff and the program clinical director.***

ATTENDANCE POLICY - CLINICAL ROTATIONS

Students are expected to remain in their designated rotation area unless otherwise approved by the Clinical Supervisor, Clinical Coordinator or Program Director. If the supervising therapist/nurse/dosimetrist tells you the work in your area is done for the day, check with the Clinical Supervisor, Clinical Director, or Program Director for further instructions.

****If you leave a clinical assignment prior to 4:30 pm without notifying the Clinical Director or Program Director, time will be deducted from the personal time given each semester.**

You are to clock-in at the beginning of each clinical day and clock-out at the end of each clinical day using the electronic clinical documentation system. The supervising therapist must approve the electronic timesheet daily for verification. Any falsification of clinical records will not be tolerated. Errors on timesheets may affect your clinical grade as well as your allotted personal time.

Falsification of clinical records will have an adverse effect on your grade and may result in dismissal from the program. Late records will result in clinical grade deductions.

Because the basic premise of clinical education is gaining experience, attendance at clinical assignments is essential. You are expected to attend all clinical assignments as scheduled; time should be missed only due to illness and/or emergency. Clinical time is addressed in each course's syllabus. Time off for any reason other than illness or emergency may be approved at the Clinical Coordinator's discretion. Approval for time off is not automatic.

College Closure:

If classes at Ivy Tech are canceled because of snow or for any other reason, you are excused from clinical attendance. If students are aware that a clinical affiliate will be experiencing a machine "down" day, the Clinical Director must be notified immediately. The student may be reassigned temporarily to an alternate clinical assignment for the day. Failure to notify the program chair will be considered an absent day without proper notification. The time missed will be doubled and deducted from personal time.

Planned Absences:

If you know in advance that you will be unable to attend a clinical assignment, a Leave Request Form must be filled out and submitted as far in advance as possible to provide notification of the absence. These forms are available from the Clinical Director. If you need to schedule doctor's appointments or other appointments of a business or personal nature, you should attempt to schedule them outside clinical hours. If that is not possible, consult with your clinical supervisor/clinical director to see what arrangements can be made.

If you wish to miss time to attend professional education activities (related to radiation therapy), you may request a waiver of the absence policy by discussing it with the program director at least a week in advance of the beginning of the requested absence. Approval is not automatic. Verification of attendance will be required.

Unplanned Absences:

If you are going to be absent from a clinical assignment because of illness or a serious emergency (e.g. a death in the immediate family), you must call the Clinical Director's office (330-6326) and the clinical site (See Clinical Site List). If the voice mail answers, you may leave your message as directed. For your protection, it is recommended that voice mail messages be confirmed with an additional call. These calls are required to notify the Program faculty of the absence but do not excuse the absence. The Program and Clinical should also be notified if you expect to be tardy by 15 minutes or more.

The only reason for leaving after reporting to a clinical assignment (without a previously approved leave request) is an illness or emergency. If you need to leave in this situation, you must complete a leave request form and have it signed by the clinical instructor prior to leaving the clinical site. If a clinical instructor is not present at the site, you must fill out the leave request form and then call the program office and talk to a faculty member before leaving the clinical site.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will complete Student Status Reports when classes/activities are missed a sufficient number of times to jeopardize successful course completion, and will forward forms to appropriate personnel for follow-up. (4.4APPM-DEGREE REQUIREMENTS/GRADUATION).

GUEST STATUS

Students are guests in the affiliating agency and are expected to abide by the standards of conduct of that agency.

CONFIDENTIALITY

Information acquired in the clinical area is privileged and confidential and is to remain the same. Breach of confidentiality may lead to dismissal from the program, as well as additional legal ramifications.

PT. RELATIONSHIPS

Students will not treat radiation oncology patients whom they know outside of clinic, whether personally or professionally. It is the student's responsibility to make the therapists aware if this situation arises during any clinical rotation.

CPR CERTIFICATION

CPR Certification (Healthcare/BLS Provider) is a program requirement and current students are responsible for maintaining certification. Documentation of this must be on file in the office in order to attend clinical. You will not be able to attend clinical without CPR certification, and each day missed will be counted as an absence. The College will offer students the opportunity to attain CPR certification prior to the beginning of first semester clinic. Hands-on skill assessment is required as part of the

certification.

CLINICAL PERFORMANCE EVALUATION

Clinical performance evaluation conferences may be held during each semester at midterm and are required at completion of a period in a clinical area and/or at the conclusion of a course.

1. Unstructured, informal “on the spot” evaluations will be held upon stated or observed need.
2. All evaluation is part of the learning process. Students will be evaluated in terms of:
 - Clinical and course objectives
 - Attendance
 - Completion of course requirements
 - Initiative and demeanor
 - Professionalism
3. Final conferences are required for completion of each radiation therapy course.

CONFIDENTIALITY OF INFORMATION

As part of their affiliation with clinical agencies, students are required to comply with Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, state regulations, and facility policies with regard to privacy of patient information.

All information, which is learned about a patient, is considered to be confidential information. Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place. This includes all social media formats.

Written information, such as care plans, healthcare provider’s notes, growth and development papers, etc. pertaining to a patient, or any written information must be guarded as confidential. Any written information should never contain any of the patient's name or other identifying information.

DO NOT DISCUSS PATIENT INFORMATION OR CLINICAL EXPERIENCES in public places or on social media formats even if the patient is not referred to by name. Confidentiality of patients, staff, faculty and students is to be maintained at all times.

Photocopying of any patient records or removal of patient records from the clinical facility is expressly forbidden. Photography of any patient or clinical situation is strictly prohibited. When a HIPAA violation occurs, the student may be removed from clinical setting pending further investigation. The violation will be handled using the hospital’s policy in which the incident occurred. ***Violations of privacy regulations/policies may result in immediate dismissal from the program as outlined in Guidelines for Professional Conduct, as well as civil and criminal penalties.***

Printed Name

Student’s Signature

Date

BACKGROUND CHECKS, DRUG SCREENING, AND IMMUNIZATION REQUIREMENTS

Student Requirements Associated with Clinical Affiliation Agreements

Student clinical/externship experiences are arranged by program faculty and affiliation agreements obtained with clinical affiliating agencies. These agreements outline the responsibilities and privileges of both parties. In an off-campus setting, it is the policy of the College that faculty and students shall conform to all policies of the affiliating agency, including drug screening, criminal background checks, physical examination, immunization records, tuberculosis screening, and certification in basic life support.

Criminal Background and Drug Screening

Students are responsible for reviewing the [Criminal Background Checks and Drug Screening policy \(ASOM 4.14\)](#). Requiring criminal background checks and drug screenings ensures students meet the same standards as health care facility employees. This will also provide consistency for Ivy Tech School of Health Sciences and School of Nursing programs. Health care facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

Completion of criminal background and drug screening are required for admission and/or clinical placement in most School of Health Sciences and all Nursing programs. The criminal background and drug screening may be done before enrollment in the professional/technical core courses, prior to the first day of clinical or externship or as required by the clinical facility and as specified by the Health Sciences or Nursing program. Additional criminal background and/or drug screenings will be required in Health and Nursing programs for students enrolled in clinical courses for more than 12 months. Convictions are reported to the clinical sites. Criminal charges (a criminal complaint filed in court by a prosecutor) may be reported based on facility request. Any convictions or criminal charges filed against the student prior to or during his/her enrollment in the Health or Nursing program may result in a failure to be approved for required clinical placement assignments and may result in inability to progress through or graduate from the program. *See Appendix: Exceptions for Certified Nursing Assistant and Qualified Medication Aide (CNA/QMA) students.*

Students who are not continuously enrolled in a program until completion may be required to complete additional screenings upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background or drug screenings at their discretion.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with non-negative findings on criminal background or drug screenings may reapply to the same or different School of Health Sciences or School of Nursing program the next available semester but will need to comply with additional criminal background or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites if other sites are available.

Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines:

Students are responsible for reviewing the [Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines \(ASOM 4.14.1\)](#). The purposes of the Schools of Nursing and Health Sciences Drug Screen Policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to maintain the policies set forth by the ASOM 4.14, and Ivy Tech's Code of Students Rights and Responsibilities.

STANDARDS OF ETHICS

IF YOU HAVE BEEN CONVICTED OF A CRIME

I understand that the possibility exists that a person who has been convicted of a crime may not be eligible to sit for the ARRT national certification examination or practice at certain clinical affiliates.

Ivy Tech Community College – Bloomington has informed me that if I have been convicted of a crime, The ARRT (American Registry of Radiologic Technologists) may choose to deny me the opportunity to sit for the certification examination even if I satisfactorily complete Ivy Tech Community College’s Associate of Science in Radiation Therapy.

Also, some clinical affiliates may require criminal background checks on students assigned to its facilities. Program faculty are required to share these results with appropriate clinical affiliate personnel. Should a student be denied acceptance to practice at the scheduled clinical affiliate, the program will attempt to place the student at another clinical site if space allows. Should no clinical space be available the student may be required to withdraw from the program.

Student Signature

Student’s Printed Name

Date

PHYSICAL EXAMINATION AND HEALTH RECORDS

A physical examination is required not more than one year prior to beginning your externship in order to identify health status and accommodation needs (see Program Specific Information). The student's healthcare provider must complete a physical assessment to determine if the student is capable of undertaking the Essential Functions of Radiation Therapy Students (included on the following pages). Records of current immunization status and tuberculosis screening are required by affiliating clinical institutions and the Indiana State Department of Health. Students will be required to keep immunizations and tuberculosis screening current and to provide the School of Health Sciences with updated health records as necessary throughout their enrollment in the program. For information related to declination process, see ASOM 4.15 https://my.ivytech.edu/policy?id=kb_article_view&sys_kb_id=05afdce51b10a554e5dfa603604bcb87

ESSENTIAL FUNCTIONS

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as the essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative at the beginning of each semester.** Essential Functions are listed on the Health Form (see Program Specific Information).

Ivy Tech Community College
School of Health Sciences – Radiation Therapy Vaccine Policy

POLICY TITLE

Immunization, Tuberculosis Screening, Physical Examination and Essential Functions Requirements for Schools of Health Sciences and Nursing

POLICY NUMBER

4.15

PRIMARY RESPONSIBILITY

Academic Affairs
Student Success

CREATION / REVISION / EFFECTIVE DATES

Created June 2011/Effective January 1, 2012; Revised July 2017/Effective Fall 2017; Revised November 2019/Effective January 2020, August 1, 2021

PURPOSE

Requiring documentation of immunity to communicable/infectious diseases and screening for tuberculosis prepares students to meet the requirements of healthcare facilities to allow for clinical placement. Physical examination to verify the student's ability to meet program-specific essential functions assesses students' ability to complete course objectives and provide safe patient care

ORGANIZATIONAL SCOPE OR AUDIENCE

This policy applies to all students who will have direct patient contact within a healthcare facility or laboratory, or other setting where health care is provided. Students who do not have direct patient contact, but engage in practice-based learning within a setting where health care is provided, may have different or separate requirements. See Appendix: Exceptions for Certified Nursing Assistant and Qualified Medication Aide (CNA/QMA) students.

DEFINITIONS

Immunity: The biological state of inherited, acquired or induced resistance to an infectious agent or its products.

Immunization: Stimulation of immunity by injection or other administration of a weakened (attenuated) infectious agent, inactivated infectious agent or viral component of an infectious agent or toxin-producing agent.

Clinical or Practice-based Learning: Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

Serologic Tests of Immunity (titers): A quantitative measure of antibody specific for a particular infectious agent, its components or products in a biological specimen, such as blood.

CLINICAL OR PRACTICE-BASED LEARNING: Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

POLICY

Documentation of immunization status and/or immunity to communicable diseases and/or screening for tuberculosis is required for health science and nursing students enrolled in courses where clinical procedures are performed in clinical areas. This policy outlines minimum requirements for all students and is based on guidelines from the Centers for Disease Control, the Indiana Department of Health, and local health departments. Individual clinical affiliating agencies may have additional, more stringent requirements. Students may request to be exempted from specific requirements relating to vaccinations. Students seeking an exemption from a vaccine must submit a declination form to their respective campus dean. The College will determine if the student's request meets the criteria for a vaccination exemption. While the College may approve a student's declination request, a clinical affiliating agency may still refuse to accept that student for clinical experiences. As a result, a student with or without an approved exemption from a vaccine may not be able to progress through to completion of required courses and may not be able to complete or graduate from a program. The College reserves the right to remove a student from the program if they decline immunizations regardless of the reason for the declination if it is not possible for the student to complete the clinical portions of their program. A student who declines vaccination accepts sole responsibility and releases the College from liability for communicable diseases acquired as a result of exposure to infected individuals.

Students may be required to submit documentation of a physical examination and ability to perform essential functions as delineated by the specific health science or nursing program. Students requiring accommodations to perform essential functions must work with disabilities support services staff to determine if reasonable accommodations are available to fulfill all course requirements.

All costs associated with vaccination, serologic immunity testing (titers), tuberculosis testing, and physical examination are the student's responsibility.

Documentation shall be completed before enrollment in specific professional/technical core courses prior to the first day of clinical or externship or as required by the clinical facility and as specified by the Health Sciences or Nursing program. It is the student's responsibility to adhere to documentation due dates set by the program. Failure to submit documents as required may result in a failure to be approved by clinical lab participation and/or required clinical placement assignments and may result in the inability to progress through or graduate from the program.

It is the student’s responsibility to provide documentation that immunity and tuberculosis status is kept current as required by the specific program, including annual updates for tuberculosis screening. Students who are not continuously enrolled in a program until completion may be required to submit updated documentation of health requirements upon re-entry to the program or admission to a different program in the School of Health Sciences or School of Nursing. A student will be required to provide updated documentation from a licensed healthcare provider of continued ability to perform essential functions following any serious health disruption in order to return to clinical coursework.

College personnel will take every reasonable precaution to maintain confidentiality of student health records. Some clinical agencies require the College to provide copies of the required health records, in which case students will be asked to provide consent for release of the records.

PROCEDURE

1. Each student will be provided with program-specific requirements and required documentation forms by the program (see Resources for links to Forms)
2. The student will be responsible for making appointments with his or her own healthcare providers to fulfill requirements. Healthcare providers may include licensed physicians, advanced registered nurse practitioners, and/or licensed physician assistants.
3. Immunity to communicable diseases listed below may include documentation of vaccinations as specified and/or serologic evidence of immunity.

Disease:	Vaccine Requirement:	
Hepatitis B	2-dose (HepLisav-B) (doses 4 weeks apart) or 3-dose (Engerix-B, Recombivax HB) series or 3-dose series HepA-HepB (Twinrix) (dose #1, #2 in 1 month, #3 approximately 5 months after #2)	
Influenza	1 dose of influenza vaccine annually (beginning September 1st and due by the clinical deadline)	
Measles, Mumps, & Rubella (MMR)	2 doses of Measles and Mumps at least 4 weeks apart, 1 dose of Rubella	
Varicella (chickenpox)	2 doses of varicella vaccine, at least 4 weeks apart	
Tetanus, Diphtheria, Pertussis	1-time dose of Tdap, Td or Tdap booster every 10 years	
COVID-19 Verification	Date of Vaccination	
COVID-19 Verification	1.	2.

*Declining an immunization may result in a failure to be approved for clinical participation and/or required clinical placement assignments and may result in the inability to progress through or graduate from the program.

4. Students who wish to decline a vaccination will be required to complete an Immunization Declination form (See Attachment A). Completed forms will be submitted for review through the student's Dean who will submit the form to Systems Office for review. A determination for an exemption to a vaccine will be rendered. Decisions will be returned to the student's Dean. The campus Dean, VCA and VCS will determine the appropriate course of action based on the decision. Declining an immunization may result in a failure to be approved for clinical lab participation and/or required clinical placement assignments and may result in the inability to progress through or graduate from the program.
5. Required documentation of Tuberculosis screening is defined as initial or annual.

A. **INITIAL** screening may be met by one of the following methods (1. or 2.) depending upon any previous testing:

1. Individuals who have never been tested will complete one of the following:

Two-Step Tuberculin Mantoux test: first step deadline date will be determined by campus and program , followed by a second step in 1-3 weeks if the first step is negative. Positive result requires chest x-ray.

Or

Blood Test: IGRA; interferon-gamma release assay. Positive result requires chest x-ray. Indeterminate result requires Mantoux test (per ISDH)

2. Individuals who have annual TB testing through employment may utilize proof of those results through either Two-Step Tuberculin Mantoux skin testing, proof of two consecutive annual Tuberculin Mantoux skin tests, or blood test results. Proof of a chest x-ray with negative results will be required if Mantoux or blood test results are positive or indeterminate.

B. **ANNUAL** screening may be met by:

1. Proof of Tuberculin Mantoux skin testing or blood test within twelve months of last documented negative test result
2. Students with a history of a previous positive result will be managed by the clinical affiliate requirement (this may include annual chest x-ray or completion of the affiliate site's screening tool).

6. The physical examination form requires that a physical examination and review of the

student's ability to perform program-specific essential functions be completed by a licensed physician, advanced practice registered nurse, or licensed physician assistant. The form also requires the healthcare provider's verification of immunity and tuberculosis screening requirements described above. It is the student's responsibility to ensure that the healthcare provider completes all required sections of the form, including required signatures.

7. All documentation must be submitted to the designated program personnel by the specified due date.
8. Documentation will be reviewed by the program chair or his/her designee to ensure compliance with affiliating agency requirements.
9. Documentation will be securely maintained by the School of Health Sciences or School of Nursing in accordance with program policy.
10. Students will sign a release of information consent form prior to documentation being shared with clinical affiliating agencies.
11. Students who do not meet program-specific and/or agency-specific requirements will be advised by the program chair with regard to specific deficiencies, the impact of deficiencies on program/course enrollment, and if necessary, students will be provided advising related to withdrawal from the program and alternative academic options.

REFERENCES

Centers for Disease Control <http://www.cdc.gov/>
Indiana State Department of Health <http://www.state.in.us/isdh/>
Immunization Action Coalition. (n.d.). *Healthcare personnel vaccination recommendations*. (Technical content reviewed by the Centers for Disease Control and Prevention, March 2011). Retrieved from <http://www.immunize.org/catg.d/p2017.pdf>
2020 Schools of Nursing and Health Sciences Vaccination and Physical Exam Form
CNA-QMA Health Statement Physical Form
Vaccine Declination Form
Annual Tuberculosis Surveillance

RESOURCES

Program or Department Chair
School of Health Sciences and School of Nursing Dean
School of Health Sciences and School of Nursing Vice Chancellor of Academic Affairs
Vice Chancellor of Student Success



**Ivy Tech Community College of Indiana
School of Nursing and School of Health Sciences
Vaccination and Physical Examination Form**

Instructions:

- This completed and signed form, including any additional documentation must be completed after admission to the program and submitted **at least four (4) weeks prior** to starting any clinical course. **Campus due dates may vary based on clinical affiliate needs.**
- Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student's ability to perform the **functional abilities on the School of Nursing and School of Health Sciences Physical Exam form.**
- The health care provider must complete **and sign all sections as indicated.**
- It is the student's responsibility to ensure that the form is complete and signed in all required areas prior to submission to the program.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Name: _____ Student ID: C _____ Date of Birth ____/____/____

Address: _____

Phone: Home ____-____-____ Work ____-____-____ Cell ----- ____

Email: _____

- I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.
- Qualified applicants to the School of Nursing/School of Health Sciences are expected to meet all admission criteria as well as the Essential Functions of Nursing/Health Sciences Students. Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.
- By signing this agreement, I affirm that I meet all requirements listed below and I do not have any physical or mental limitations which would prevent me from performing the essential functions described below.

Name of Student (PRINT)

Student Signature

Date

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR LICENSED REGISTERED NURSE PRACTITIONER

SECTION I: IMMUNITY STATUS

- Documentation of immunity requires proof of immunization or serologic evidence of immunity.
- If the initial titer is negative, vaccination according to CDC guidelines is required.
- **If the student declines one or more the following vaccinations due to a medical or religious reason, a *Student Vaccination Declination Form* must be completed and signed by the student and health care provider. Forms are available from the Nursing or Health Sciences Office.**

Students are expected to provide proof of the following items while enrolled in the health sciences or nursing program which may include, but are not limited to:

- annual flu shots;
- all required immunizations including Hepatitis B series; MMR, Varicella, Tetanus, Diphtheria, Pertussis
- annual TB skin testing (Mantoux) or other documentation for positive tests per CDC guidelines;
(<http://www.cdc.gov/tb/publications/factsheets/default.htm>)

Students are encouraged to make copies of all health-related forms prior to submission as health forms or copies of health forms will not be provided to students once submitted.

	Date of Vaccination(s)	Date of Titer(s) Showing Immunity if No Vaccination
Hepatitis B #1		
Hepatitis B #2 (1 mo. following #1)		
Hepatitis B #3 (5 mo. following #2) (Not applicable for HeplisavB - only requires 2 doses 4 weeks apart)		
Influenza (1 dose annually)		
Measles (2 doses, at least 4 weeks apart)	MMR 1:	
Mumps (2 doses, at least 4 weeks apart)		2:
Rubella (1 dose)		
Varicella (2 doses, at least 4 weeks apart)	1: 2:	
Tetanus, Diphtheria, & Pertussis (Tdap) – (1 dose)		
Tetanus (Td) Booster (every 10 years after Tdap)		
Tetanus	Date of Vaccination above	
Diphtheria	Date of Vaccination above	
Pertussis	Date of Vaccination above	

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COVID-19 Verification*	Date of Vaccination(s)	
COVID-19 Vaccination:	1.	2.

*Clinical facilities may require the COVID-19 vaccination. Declining an immunization may result in a failure to be approved for clinical participation and/or required clinical placement assignments and may result in the inability to progress through or graduate from the program. Please note: if required, this is a requirement of our affiliate organizations and supported in our affiliation agreements.

SECTION II: TUBERCULOSIS SCREENING

- Annual screening is **required.**
- A chest x-ray is required if any test results are positive, or if the student has written documentation of a prior positive Tuberculin Skin Test or treatment for TB disease.
- **Annual** screening may be met by:
 - Proof of Tuberculin Mantoux skin testing or blood test within twelve months of last documented negative test result
 - Students with a history of a previous positive results will be managed by the clinical affiliate requirement (this may include annual chest x-ray or completion of the affiliate site’s screening tool.

Baseline Tuberculosis Assessment

Indicators of risk for tuberculosis (TB) at baseline health care personnel assessment.

Health care personnel should be considered to be at increased risk for TB if they answer “yes” to any of the following statements.

1. Temporary or permanent residence (for ≥ 1 month) in a country with a high TB rate (i.e., any country other than United States, Canada, Australia, New Zealand, and those in Western or Northern Europe):

___ Yes or ___ No

2. Current or planned immunosuppression, including human immunodeficiency virus infection, receipt of an organ transplant, treatment with a TNF-alpha antagonist (e.g., infliximab, etanercept, or other), chronic steroids (equivalent of prednisone ≥ 15 mg/day for ≥ 1 month), or other immunosuppressive medication:

___ Yes or ___ No

3. Close contact with someone who has had infectious TB disease since the last TB test:

___ Yes or ___ No

Abbreviation: TNF = tumor necrosis factor.

CDC.Gov

Name of Student (PRINT)

Student Signature

Date

TUBERCULIN SKIN (MANTOUX) TEST:

- Students **with** a documented negative tuberculin skin test (TST) within the preceding 12 months, the last annual results may be recorded for first test and the current test may be recorded for second test. Students will be required to show proof of the original TST within the preceding 12 months.
- Students **without** a documented negative tuberculin skin test in the preceding 12 months, will be required to obtain baseline tuberculin skin testing employing a two-step method, with the second test repeated in 1-3 weeks after the initial TB skin test, with **results read not earlier than 48 hours or after 72 hours of placement.**

SKIN TESTING:

FIRST TEST:

Date given: ___/___/___ time: ___ Date Read: ___/___/___ time: ___ Results: ___ mm
 Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____ **DATE:** _____

SECOND TEST:

Date given: ___/___/___ time: ___ Date Read: ___/___/___ time: ___ Results: ___ mm
 Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____ **DATE:** _____

BLOOD TEST (IGRA; interferon-gamma release assay): SUBMIT copy of test results

Results: Date of test: ___/___/___
 Negative Positive (chest x-ray required)

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____ **DATE:** _____

CHEST X-RAY: (Required if Tuberculin skin test (TST) or blood test (IGRA; interferon-gamma assay) test is POSITIVE)

Date of chest x-ray: ___/___/___ Normal (submit copy of results) Abnormal

PROVIDER PRINTED NAME: _____

PROVIDER SIGNATURE: _____ **DATE:** _____

(References: http://www.cdc.gov/tb/publications/factsheets/pdf/xpertmtb-rifassayfactsheet_final.pdf; <http://www.cdc.gov/tb/topic/testing/default.htm>)

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR LICENSED REGISTERED NURSE PRACTITIONER

SECTION III: Physical Exam

Qualified applicants to the School of Nursing and School of Health Sciences programs are expected to meet all admission criteria as well as the functional abilities outlined in the Physical Exam form.

Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

Radiation Therapy Program Essential Functions Physical Exam

All students are required to meet all the functions listed below in order to participate in lab, simulation, and clinical activities. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.**

Instructions:

- The health care provider must complete, **initial, and sign all sections as indicated.**
- This document is required at the time of admission to the program and after any physical or mental change.
- It is the student’s responsibility to ensure that the form is complete and signed in all required areas prior to participation in the program.

Function	Frequency	Description Tasks	Remarks	Specific Accommodations	Health Care Provider Initials
Carrying/Lifting/ Pushing/Pulling/ Bending/Stooping/ Squatting	40%	Carry patient from wheelchair/stretchers to treatment table. Lifting patients from treatment table to wheelchair/stretchers and at least 25 lbs above head (with no assistance) . Pull or push wheelchair/stretchers to treatment room, devices from treatment machine. Lifting and moving equipment and patients. Perform CPR.	With assistance of 1 or 2 additional persons		
Hearing/Speaking	100%	Listening and communicating with fellow students, faculty, therapist, patients, and members of health team. Identify/interpret non-verbal communication; prepare treatment charts.	Must have excellent communication skills		
Vision/Touching	100%	Performing patient care (identify skin color and/or sclera, locate veins to start IV’s, regulate and monitor equipment (monitors, oxygen tanks, suction units, etc.)), palpate body parts, reading treatment parameters patient charts, and driving skills	Corrected to 20/20 Vision Able to comprehend nonverbal communication		
Sitting	40%	At simulation consoles, treatment planning computers, during chart reviews	Computer work		

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Eye/Hand Coordination	100%	Writing, setting up patients for treatment (lining up pt. marks with room lasers), patient care skills, driving	Sometimes in adverse light conditions		
Standing/Walking	90%	Patient care in treatment room/simulator. From treatment room to console, waiting rooms to treatment rooms	Sometimes in adverse lighting		
Thinking/Intellectual/ Conceptual/ Judgment	100%	Analytical and critical, process information, evaluate outcomes, synthesize knowledge and skills. Accurately calculate and administer radiation doses. Identify changes in patient condition.			
Emotional/Coping	100%	Avoid demonstrating personal stress or frustration when interacting with others; demonstrate professional standards of practice under stressful and ideal conditions. Comfort patient when coping with diagnosis.			

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR LICENSED REGISTERED NURSE PRACTITIONER

I have reviewed the student's immunity status documentation and verified this information to be accurate, including initiation of immunization series.

Yes No

I have reviewed results of TB screening and student TB self-assessment and verify that the student is free of active tuberculosis.

Yes No

I have reviewed the requirements outlined above and based on my assessment and the medical history and information provided by the patient, I have not identified any physical or mental limitations which would prevent the student from performing the listed Essential Functions.

Yes (Free of limitations)

No (Has limitations)

Comments (Identify Limitations here) _____

PROVIDER PRINTED NAME/CREDENTIALS: _____
(MD, DO, PA, NP)

PROVIDER SIGNATURE: _____

DATE: _____ PROVIDER PHONE: _____



**DECLINATION
OF VACCINES**

**School of Health Sciences & School of Nursing
Program: _____**

STUDENT NAME (print): _____

STUDENT ID (C number): _____

List Immunization(s) you are declining: _____

I understand that because I participate as a health sciences student in a health care environment involving both direct and indirect patient care, I am at risk for exposure to (and possible transmission of) serious, and sometimes deadly, vaccine-preventable diseases. I acknowledge that I have a shared responsibility to prevent occupationally acquired infections and avoid causing harm to patients by taking reasonable precautions to prevent transmission of vaccine-preventable diseases.

I am aware that the Influenza (www.flu.gov), Hepatitis B, Covid-19, and other vaccinations are recommended by the Centers for Disease Control (<http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>) for any licensed or non-licensed health care personnel. These screenings, in addition to others, may be a requirement of clinical affiliating agencies, including Ivy Tech campus clinics, in which I may be assigned.

I understand that by submitting this declination form that I am seeking to be exempted from specific requirements relating to vaccinations and that the College will review this request and make a decision whether or not to grant my request. I understand that in the event that the College denies my request that I may be removed from my program of study. I also understand that while the College may accept my declination request Clinical facilities, that I may be required to attend, may deny my admission to their facility. I understand that if the clinical affiliating agency refuses my admittance to their facility because of my exemption from a vaccine it could impact my ability to progress through completion of required courses and could prevent my completion/graduation from the program.

I understand that the consequences of my refusing to be vaccinated could have life-threatening consequences to my health and the health of those with whom I have contact, including my patients, others in the healthcare setting, and my family members. Finally, it is understood that the granting of an exemption by the College and an acceptance of that exemption by a clinical affiliating agency shall not exempt me from complying with other affiliating agency policies including, but not limited to, being required to wear a mask, etc.

I have read, asked any questions, and fully understand the information presented above.

Student Signature

Date



**DECLINATION
OF VACCINES**

Vaccination Declination Instructions

Medical Reason - Vaccination Declination Requirements:

- A written statement indicating nature and probable duration of medical condition and/or circumstances that contraindicate an immunization must be provided in writing by the Medical Provider, including identification of the specific vaccine(s) that could be detrimental to the student’s health; Medical Provider signature required.
- If the medical declination is being requested for COVID-19 vaccination, practitioner must specifically list (all) of the authorized COVID-19 vaccinations including the recognized clinical reasons which are contraindicated:

Pfizer: _____

Moderna: _____

Johnson & Johnson: _____

_____/_____
Signature with credentials /Date
 M.D., D.O., PA, or N.P.

Address

Printed Name



**DECLINATION
OF VACCINES**

Religious Reason - Vaccination Declination Requirements:

- **A written statement requesting an exemption for religious reasons must be submitted and signed by the student. The statement must provide details concerning the student’s past history regarding the declination of vaccinations including a list of vaccines previously declined and vaccines they have received. It must identify the specific church or religion the student is a member of, an explanation of the specific tenets of the religion which prohibit or prevent the student from receiving a vaccine, copies of or links to the specific religious texts that support this request and any other explanation or documentation that supports the student’s assertion, which may include statements from clergy or religious leaders from the specific sect or religion, that these are sincerely held beliefs of the student and are specific tenets of their faith which prevent them from receiving such vaccine(s). Additional page(s) may be attached as needed.**

By signing below, I affirm that the information provided in this request is true and accurate and understand that providing false information may subject me to a denial of this request and additional consequences consistent with the College’s, or a Department of the College’s, handbook of student rights and obligations.

Student Signature

Date

**IVY TECH COMMUNITY COLLEGE HEALTH CARE STUDENT
AUTHORIZATION FOR USE AND DISCLOSURE
OF PROTECTED HEALTH INFORMATION**

I, _____, as a participant in certain health care related instructional programs at Ivy Tech Community College, understand and agree that such courses of studies require my participation in clinical educational activities at certain health care provider locations, including but not limited to hospitals, nursing homes, physical rehabilitation centers and other health clinics. I further understand that such clinical locations require proof that I have had a drug screening, specific inoculations, and that I am not being treated for, suffering from or carrying certain illnesses and/or diseases. Consequently, I hereby authorize Ivy Tech Community College to disclose such personal protected health information that it may possess, whether provided directly by myself or my personal health care provider, to such clinical locations as may be necessary for my participation in said health care related instructional program. Finally, I understand that this authorization may be revoked at any time by providing written and signed notice to Ivy Tech Community College.

Signed: _____

Printed: _____

Date: _____

Address: _____

STANDARD PRECAUTIONS

IVY TECH COMMUNITY COLLEGE ASSOCIATE OF SCIENCE IN RADIATION THERPAY – BLOOMINGTON STUDENT VERIFICATION OF TRAINING IN UNIVERSAL PRECAUTIONS

According to the Universal Precautions Rule 410 IAC 1-4-7.1: *"Covered individuals, including health care workers, whose professional, employment, training, or volunteer activities or duties are performed at or on behalf of a facility, must complete the training programs which the facility is required to have employees attend under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030). Approved programs under this rule shall be as follows: (A) A blood borne pathogen training session provided by a facility or employer under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030)." This training must include instruction in the "[Universal Precautions](#)" procedures adopted by the Indiana State Department of Health. Because students in the Radiation Therapy Program may have direct contact with blood or other body fluids, the Program is required to provide annual training in Universal Precautions to comply with agency affiliation agreements.*

Caring for patients with communicable diseases and opportunistic parasites increases the possibility of student susceptibility for acquiring these infections/infestations. All students who are enrolled in clinical or laboratory courses accept responsibility for consistent and correct use of Universal Standard Precautions at all times.

Universal Precautions training for students will be given during the first semester in the program before clinical rotations. Training will include an overview of proper procedures and a review of the “Ivy Tech Bloodborne and Airborne Pathogens Exposure Protocol”. Yearly individual clinical site orientations will also cover training for Universal Precautions.

This training will take place on an annual basis prior to the student entering the clinical practicum setting. A signed form verifying the student’s attendance at the training will be retained in the Radiation Therapy Program Chair’s office as documentation of training in standard precautions.

Bloodborne and Airborne Pathogens Exposure Protocol

What are Bloodborne Pathogens

Bloodborne pathogens are infection microorganisms in human blood that can cause disease. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Exposures may occur through needle sticks or cuts from other sharp instruments contaminated with an infected patient’s blood or through contact of the eye, nose, mouth, or skin with a patient’s blood.

What to Do When a Bloodborne Pathogen Exposure Occurs

If you experience a contaminated needle stick or sharps cut, or are exposed to the blood or other body fluid of a patient during the course of your work, immediately follow these steps:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigates
- Report the incident to your Ivy Tech instructor and clinical supervisor
- Source testing of blood to determine infections disease status is preferred whenever possible where consent has been obtained. When exposure occurs at a clinical facility, you should follow that facility's policy as they will handle notice and consent with the source. When an exposure occurs at an Ivy Tech facility, the instructor should advise the source following an incident and ask if the source will consent to testing a medical provider of his or her choosing.

For clean needle/sharp sticks, wash the affected area with soap and water. You do not need to seek medical care unless there is a visible injury which requires attention. Report the incident to your Ivy Tech instructor and clinical supervisor.

Where to Seek Treatment

- You may seek treatment at the clinical site (if equipped and willing), or an urgent care facility, emergency room, or physician office for assessment, diagnoses, and treatment. It remains your responsibility to obtain the initial appointment and any follow-ups ordered with a healthcare provider of your choice. If an incident occurs in an Ivy Tech classroom, lab or facility, an instructor cannot provide evaluation, diagnostic test or treatment beyond first aid and emergency assistance.
- Time of day and facility capability may impact where you seek treatment. The key is to know your options before an accident, and then, obtain an evaluation and treatment as soon as possible from a healthcare provider of your choosing.
- Report the incident to your Ivy Tech instructor and submit a Student Accident Report promptly.

What Happens Next?

A health care provider will provide an evaluation, diagnostic testing (if necessary), and treatment (if necessary). Diagnostic testing may include testing the source of the exposure, with his or her consent, and baseline testing of the exposed person. Testing for HIV, HBV, and HCV is typically included, along with other blood tests or diagnostic examination the health care provider recommends. If post-exposure prophylaxis (PEP) is indicated, efficacy is time sensitive. The first dose should be given as soon as possible. Optimal time to start PEP is within hours of the exposure, rather than days.

Will I need follow –up testing? This direction will come from the healthcare provider. Follow-up will depend upon the testing outcome of the sources person. It is important for your health that you understand and comply with the provider’s follow-up testing and recommendations.

What are Airborne Pathogens?

Airborne Pathogens are infectious microorganisms which can be transmitted through air and could cause disease. The discharged microbes may remain suspended in the air on dust particles, respiratory and water droplets.

Tuberculosis, or TB is an airborne pathogen of concern. TB is spread through the air from one person to another. The bacteria are put into the air when a person with TB disease of the lungs or through coughs, sneezes, speaks, or sings. People nearby may breathe in these bacteria and become infected.

What to do When an Airborne Pathogen Exposure Occurs

If you think you have been exposed to an airborne pathogen without appropriate Personal Protective Equipment (PPE), you should immediately contact your Ivy Tech instructor and clinical supervisor and seek testing at an urgent care clinic, emergency room, or physician office. Be prepared to tell the doctor or nurse when you were exposed to the airborne pathogen, what type of exposure you think occurred (contaminated air with or without respiratory tract droplets, mucus, or blood), and if the source patient of the contamination is being tested for airborne pathogens.

UNIVERSAL PRECAUTIONS TRAINING

**IVY TECH COMMUNITY COLLEGE - BLOOMINGTON
RADIATION THERAPY PROGRAM**

STUDENT VERIFICATION OF TRAINING IN UNIVERSAL PRECAUTIONS

According to the Universal Standards Rule 410 IAC 1-4 under Public Law 123-1988: “An employer shall provide training and the necessary equipment to each employee and student trainee who has duties that require the employee to have direct contact with blood or body fluids in the scope of the employee’s employment.” This training must include instruction in the procedures “Universal Standards” adopted by the Indiana State Board of Health.

Because radiation therapy students may have direct contact with blood or other body fluids, the Radiation Therapy Program is required training in Universal Standards. This form will be retained in the office of the Program Chair as documentation of training in Universal Precautions.

I, _____, have received the above training and a copy of the Ivy Tech Bloodborne and Airborne Pathogens Exposure Protocol on

(Date of Training)

Student Signature

College ID (C) Number

Date

Verification of Student’s Mastery of Knowledge in HIV/AIDS/Universal Precautions.

DATE

INSTRUCTOR

PARENTERAL PROCEDURES

I realize that instruction in giving injections/drawing blood/starting intravenous fluids is a part of my educational program. Since I will be expected to perform the indicated procedures safely and accurately during the clinical component of my program, I recognize the importance of practice under faculty supervision in the learning laboratory as well as in the clinical environment. Likewise, I am aware of the dangers inherent with giving and receiving injections. I acknowledge the need for 100% use of Standard Precautions and sterile technique when performing parenteral procedures.

Therefore, I accept responsibility for the following:

1. Application of Standard Precautions
2. Application of sterile techniques
3. Handling syringes and other sharp equipment only as instructed
4. Practice injections in the laboratory setting only under faculty supervision
5. Administer injections in the lab setting only under the supervision of faculty or faculty designee

Signature

Date

PROGRAM CURRICULUM

Ivy Tech Community College
Radiation Therapy Curriculum of
Record FALL 2025

General Education	28ch
Professional/Technical	<u>42ch</u>
	70ch

Prerequisites

APHY 101 Anat & Physiology I	3
MATH 136 College Algebra	3
HLHS 101 Medical Terminology	3
APHY 102 Anat. & Physiology II	<u>3</u>
	12

Program Semester 1

BIOL 101 Introductory Biology	3
PSYC 101 Intro. To Psychology	3
IVYT 112 Student Success in Health Care	1
RDTH 100 Introduction to Rad. Therapy & Lab	2
RDTH 120 Cross Sectional & Imaging Principles*	2
RDTH 150 Patient Care in Rad. Onc*.	3
RDTH 110 Virtual Clinical Seminar	<u>1</u>
	15

Program Semester 2

ENGL 111 English Composition	3
RDTH 160 General Physics for Radiation Therapy*	3
RDTH 220 Techniques and Applications In Radiation Therapy	3
RDTH 230 Pathology & Treatment Principles I*	2
RDTH 155 Clinical Externship I	<u>3</u>
	14

Program Semester 3

RDTH 223 Radiobiology & Safety*	2
RDTH 242 Quality Management*	1
RDTH 225 Clinical Externship II	<u>3</u>
	6

Program Semester 4

COMM 101 Fund. Public Speaking OR COM 102 Intro. to Inter. Comm.	3
RDTH 232 Radiation Therapy Physics	3
RDTH 240 Pathology & Treatment Principles II*	2
RDTH 235 Clinical Externship III	<u>5</u>
	13

Program Semester 5

Humanities Elective	3
RDTH 241 Treatment Planning	2
RDTH 243 RTT Capstone Course*	2
RDTH 245 Clinical Externship IV	<u>3</u>
	10

Total Clinical Hours	1200
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~1:1 Lecture/Credit hour ratio

~2:1 Lab/Credit hour ratio

~5:1 Clinical Externship/Credit hour ratio

*Indicates a distance education course (i.e. virtual, online, or hybrid course delivery format).

PROGRAM GUIDELINES and POLICIES

1. *Treatment*

All procedures performed by the student must be under the **direct supervision** of a registered radiation therapist, dosimetrist or other appropriately qualified professional.

2. *Attendance Policy – Lecture/Lab*

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding expectations for class attendance is included in the College catalog. It is the philosophy of the faculty to plan a curriculum for the average student to complete successfully in a timely manner; therefore, any absences will be detrimental to the student's ability to meet the requirements in both theory and clinical courses. It is also the purpose of the faculty to aid the student in maintaining and/or establishing habits, which are acceptable to future employers.

Students are expected to attend all lecture and lab sessions. Attendance is necessary to maximize student-learning opportunities. Students who are absent are responsible for missed material. Attendance will be kept for the purpose of financial aid qualification. Specific expectations will be found in each course syllabus.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will utilize Ivy Advising to notify the student and the student's advisor of an attendance concern. This notification will provide a process of follow-up with the student to intervene with a potential obstacle for successful completion of the course.

3. *Progression*

Prerequisites and co requisites must be followed. Students must pass all RDTH professional courses with a grade of "D" or better.

Only with special permission from the Chief Academic Officer may a student repeat a course more than once. (4.3 APPM – DEGREE REQUIREMENTS/ GRADUATION)

W – WITHDRAWAL (A status assigned for student or instructor-initiated withdrawals after the first week of the term through completion of 75% of the course).

- A. The student must provide formal notification to the Registrar by completing a course change request form to initiate withdrawal. (The form should be signed by the student's advisor).
- B. A grade of "F" will be assigned to a student who discontinues attendance without formally withdrawing from the course(s) involved.

- C. Withdrawals with a “W” may not be submitted after 75% of the course has been completed unless extenuating circumstances, documented by the student in writing, have been approved by the Chief Academic Officer.
- D. Instructors may initiate a withdrawal request for non-attendance or disciplinary reasons, with final approval from the Chief Academic Officer . (4.2 APPM-DEGREE REQUIREMENTS/GRADUATION)
- E. Students who withdraw or do not successfully complete a course with a minimum grade of “D” in one or more of the program professional courses will not be allowed to progress in the program until the course is successfully completed.

4. *Readmission to the Program*

If a student is dismissed from any campus/region of Ivy Tech Community College, that individual is dismissed from the College.

- A. *For violations of the College Rules of Conduct:* The year starts at the time/date of the official notification to the student by the Chief Administrative Officer. After one calendar year, the individual under suspension may apply for reinstatement. If the student is dismissed, the student may appeal for reinstatement after five years.

The individual must begin the reinstatement appeal process by informing the Chief Student Affairs Officer at the campus where the dismissal took place of her/his intentions. The appeal for reinstatement may be applied for at any campus/region of Ivy Tech where the individual hopes to attend. The campus/region Student Status Committee will act on the appeal within thirty (30) days of its receipt. The recommendation of the Student Status Committee will be forwarded to Chief Administrative Officer of the campus/region. That individual will render a judgement on the appeal. That judgement will be final. (6.13 COLLEGE STUDENT HANDBOOK).

- B. *For failure to meet and maintain academic standards:* A student who fails to maintain satisfactory academic progress will be subject to a series of intervention activities and related restrictions until such time as he/she restores satisfactory progress or is dismissed as a degree/certificate seeking student due to repeated unsatisfactory progress.

- (1) A student who is dismissed from the RDTH program for unsatisfactory academic progress faces at least one term of non-enrollment as a certificate or degree/declared student prior to resuming progress toward that certificate or degree, at which time re-enrollment is allowed on a probationary status if space is available.
- (2) Students who withdraw or do not successfully complete with a minimum grade of “D” all prerequisite courses to a course with a clinical/externship component will not be eligible to progress to enrollment in the clinical/externship course. Should there be any term of non-enrollment in the required sequence of courses,

including failure to progress, the student will be required to demonstrate retained competency in the course objectives of any required prerequisite course(s) before continuing in the required sequence of courses. Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and skill check-offs. Students unable to demonstrate retained competency of any required prerequisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of enrollment in any clinical/externship course in which patient safety is contingent upon retained knowledge.

- (3) A student who is dismissed twice for unsatisfactory academic progress will be terminated for up to five years as a degree or certificate-declared student unless he/she chooses to participate in an extensive Basic Skills Advancement program to correct academic deficiencies.
- (4) Petition for readmission must be initiated at the campus where dismissal occurred via the Academic Status Committee.
(4.3APPM-DEGREE REQUIREMENTS/GRADUATION)
- (5) The following criteria will be utilized for re-admission:
 - a. There must be space available.
 - b. If the number of applicants for readmission exceeds clinical space availability, selection will be based on the earliest date of written application for readmission.
 - c. A readmitted student is subject to the curriculum guidelines and program policies in effect at the time of readmission. The student is responsible for completing all necessary requirements prior to enrollment in the new cohort (examples include: initial or updated criminal background check, drug/alcohol screening, physical/immunization requirements and any other changes implemented during the student's absence from a cohort and resolution of any holds).

- C. *For reasons of illness:* If a student who is otherwise in good standing has to drop out of a program for one semester because of well-documented health reasons, that student will be allowed to repeat the course(s) without penalty and that student will not be considered a readmit when he/she returns to the program.
- D. *Stop Outs:* In any term the student is not enrolled in any required programmatic courses, the student is considered a "stop-out." Should the student later wish to re-enroll in programmatic courses, the student will be required to later request re-enrollment, within any maximum timeframe for completion guidelines as required by accrediting agencies. If no maximum timeframe is required for completion by

an accrediting agency, the student must request to re-enroll in the program within one calendar year from the end of the last semester in which the student completed programmatic courses. Requests will be considered based on available cohort space at the time of the student submission.

5. *Credit for Prior Learning*

Ivy Tech Community College acknowledges the prior learning experiences of both current and prospective students by awarding credit for appropriate prior learning. Such prior experience could include but is not limited to the following: workplace learning, military experiences and training, college-level credit from other institutions, nationally recognized testing, certifications, and community service.

6. *Transfer*

The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. Please refer to the College catalog or see the Registrar for specific information or questions related to transfer of general education credits. The College will accept in transfer any course appearing in the Indiana Core Transfer Library (CTL). For credit-bearing courses not appearing on the CTL, recommendations for transfer and applicability of credit are made by the appropriate academic faculty within that discipline. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting agency, and the student must have earned a grade of "C-" or better in the course(s) involved.

7. *Application for Transfer Within the School of Health Sciences*

Once a student accepts a position in a selective admission program, he/she/they must remain at that campus who offered the position. Due to accreditation requirements, it would be rare that a student would be able to transfer from one campus to another. Please see your Program Chair/Dean for more information.

8. *Graduation*

Certification requirements for students seeking a degree include:

- Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00.
- Successful completion of the required number of credits.
- Completion of at least 15-degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
- Satisfaction of all financial obligations due the College.
- Satisfaction of program accreditation standards that may have additional requirements.

<https://www.ivytech.edu/graduation/index.html>

+ Students will have a maximum of four years from the time of acceptance into the radiation therapy program to complete all graduation and degree requirements.

9. *Student Grievance Process*

The student grievance process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to grieve against a College employee's decision affecting that student. The

College encourages students to resolve their complaints informally. The informal grievance procedures are designed to accomplish a quick resolution that is most expeditious and effective.

Whenever the informal process does not result in a satisfactory resolution, the College formal grievance procedure is also available. A full description of the informal and formal grievance procedures can be found in COLLEGE STUDENT HANDBOOK.

Students with complaints regarding the programs compliance with JRCERT STANDARDS may use the outlined grievance process or complete and submit the JRCERT Allegations Form (jrcert.org) directly to the JRCERT.

10. *General Complaints*

General complaints, such as classroom cleanliness, should be brought to program faculty's attention so faculty can contact the appropriate campus department to resolve the issue.

11. *Student Disciplinary System/Student Code of Conduct*

Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to the conduct between faculty and staff to students, student to student, and students to faculty and staff.

Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College.

All Ivy Tech students are expected to abide by the College rules of conduct listed in the COLLEGE STUDENT HANDBOOK.

Anyone found in violation of College regulations shall be subject to disciplinary action by the College through due process procedures for student conduct violations. Cases of student misconduct and/or lack of academic integrity are to be referred to the Chief Academic Officer or Chief Student Affairs Officer. A student who violates the rules and regulations of the College may be subject to disciplinary actions, which may include, but not limited to the following:

- A. Verbal reprimand;
- B. Restitution for damages;
- C. Restriction of privileges;
- D. Failure of the assignment or course;
- E. Withdrawal from a course, program or the College for the remainder of the semester or term;
- F. Suspension from the College;
- G. Dismissal from the College.

In addition, the College representative will be responsible to review all initial disciplinary procedures and may suspend a student for a period of time until the Student Status Committee can meet.

Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. The basic process in discipline cases is as follows: to notice of charges, notice of possible penalty, and opportunity to explain a defense to some authority.

The Student Status Committee hears all appeals relating to disciplinary actions. (COLLEGE STUDENT HANDBOOK).

+ Affiliation agreements will govern the expectations of student behavior in clinical settings.

12. Grading Practices

The Radiation Therapy Program will use the following grading scales for didactic and clinical courses:

Didactic

93-100	A
85-92	B
77-84	C
70-76	D
0 – 69	F

Clinical

95 – 100	A
90 – 94	B
85 – 89	C
80 – 84	D
0 - 79	F

13. *Charges to Students*

Approximate Costs

Tuition	See Website for current rates
Books	~\$1200.00
<i>All required textbooks are included in the tuition for those opting into Ivy+. See additional tuition and textbook details at www.ivytech.edu/tuition/</i>	
Program Fee	~\$200/semester
Consumable Fee	~\$50/semester
<i>Program & Consumable Fees include cost of: →</i>	
- Radiation Monitoring Fee	\$130/program
- Clinical Data System (Trajecsys)	\$150/program
- VERT Support	\$200/semester
Scrubs and optional jacket	Scrubs ~\$60 per set/Jacket ~ \$34
Background Check/Drug Screening	~\$97/year
BLS/CPR Certification	~\$65 (good for length of program)
ACEMAPP Student Placement	~\$50/year
CB Bridges Student Placement	~\$20/year
* Other associated cost include physical exam, immunizations, and travel expenses	

****These costs are estimates and are subject to change without prior notification.***

****There may be additional miscellaneous items that students will need to purchase for use for the program. The RDTH Program Director will provide information regarding these items.***

14. *Affiliation Agreements*

Agreements should state the responsibilities and privileges of both parties. Affiliation agreements should be obtained for internships, externships, practicums, co-ops, clinical experiences, or other types of off-campus educational experiences required of students in the course of fulfilling their educational objectives. Observational experiences do not require written agreements, but they are recommended.

Affiliation agreements should follow the procedures documented in 7.7APPM – OPERATIONS.

In an off-campus setting, it is the policy of the College that faculty and students shall conform to the health policies of the affiliating agency. (7.8APPM – STUDENT AND FACULTY HEALTH REQUIREMENTS)

15. *Classroom Behavior*

1. Classes are conducted on an informal discussion basis. Students are expected to participate. A student will not be allowed to control discussion and is expected to accept responsibility to make appropriate meaningful contributions to class discussions.
2. The student is expected to be alert and attentive in class. The instructor may ask a student to leave the class if the student is inattentive or disruptive. The student is then recorded as absent. Disruptive behavior includes leaving the classroom other than at break time.
3. Food or beverages are not permitted in the CLINICAL or CLASSROOM areas.

4. SMOKING IS NOT PERMITTED in clinical facilities and in the classroom.
5. BREAKS may be taken as designated by the instructor.
6. Children may not accompany adults to class or laboratory areas, NOR may they be left unattended in any of the buildings.

16. *Student Pregnancy Policy*

If a student becomes pregnant during enrollment in the program, disclosure of her pregnancy is **voluntary**; however it is recommended that she notify the Program Chair immediately.

The Program Chair will meet with the student to discuss potential risks of occupational exposure (if applicable) and the appropriate precautions to protect the unborn fetus. The student will then be asked to sign a declaration of pregnancy, in addition to an affidavit confirming that she is aware of the risks of exposure during pregnancy. The Program Chair will then notify the Clinical Supervisor of the pregnancy.

Upon the discovery of pregnancy, the student is advised to avoid high radiation exposure risk areas, such as simulation/fluoroscopy or brachytherapy. A pregnant student may continue didactic and clinical hours up to the time of delivery unless medically contraindicated.

Once the student has declared she is pregnant, if at any time during the program she chooses to withdraw her declaration, a written statement from the student must be provided to the Program Director.

As established by the NCRP Regulatory Guide 8.13, the maximum permissible dose for a pregnant technologist trainee is .1 rem/year. The individual is to be monitored by an *additional dosimeter* worn at waist-level (beneath a lead apron, if worn) and specifically tagged for the fetus.

The following options exist for the student who becomes pregnant during program enrollment:

- The student may elect to take a “Leave of Absence” (LOA) due to pregnancy. A request for an LOA must be written and delivered to the Program Director. In this case, the student returns to the program one year from the semester of departure.
- The student may elect to consult with the Program Chair and the program Medical Advisor to consider her special circumstances and to design an individual instructional plan for completing her remaining clinical and didactic requirements. In such a scenario the student may take an LOA not to exceed 3 months. A request for an LOA must be written and delivered to the Program Chair.
- The student may elect to continue through the program with no alterations.

In all circumstances, missed clinical and didactic assignments must be completed and all graduation requirements fulfilled prior to the Associate degree being awarded.

IVY TECH COMMUNITY COLLEGE - BLOOMINGTON RADIATION THERAPY PROGRAM

GUIDELINES FOR PROFESSIONAL CONDUCT

Purpose

Safety and security is a top priority, especially in environments where direct, simulated, and/or indirect patient care is provided. It is essential that students in the School of Health Sciences recognize and comply with the many guidelines for professional conduct (which include safety-specific guidelines) that govern behaviors and decisions. Students must ensure that patients assigned to them receive appropriate attention and care in a timely fashion. These principles are reinforced in the Ivy Tech Code of Student Rights and Responsibilities, and the Health Sciences program specific Student Handbook.

The student must comply with the Code of Student Rights and Responsibilities as established by the College, in addition to providing quality, safe, non-discriminatory, legal (scope of practice) and ethical patient care, while demonstrating a high level of professional conduct. Clinical and/or related health care agency affiliates have the right to prohibit students from participating in clinical experiences based on unsafe patient care and unprofessional behavior, whether intentional or unintentional. Non-compliance with College policies, professional Health Sciences standards, clinical agency/affiliate policies and procedures, professional guidelines and expectations during college-related Health Sciences activities/events and simulation activities, and the Guidelines for Professional Conduct listed below will be reported to the appropriate individuals and subsequent disciplinary action may be taken. Issues of non-compliance may impact the students' ability to progress in a Health Sciences program, lead to failure of a course, and/or result in dismissal from programs in the School of Health Sciences.

The Guidelines for Professional Conduct are divided into three main groups, which are outlined below. Please discuss any questions you may have regarding these and any other policies or guidelines with your Health Sciences faculty.

Disclosure of confidential patient information, clinical facilities (including clinical locations), staff and provider information, and any related information and experiences is STRICTLY PROHIBITED. Information disclosed through email, any form of social media, verbally, or via texting may be considered a HIPAA violation and carry penalties up to \$1.5 million

Group I

This Category Addresses Major Compliance Issues and Appropriate Measures for Patient Care in an Educational Setting.

The following points are critical to the successful training and employment of health care professionals and should be followed from the onset of training and referenced as models for behavior to be continued throughout one's career:

1. The student will adhere to state and federal confidentiality laws, including but not limited to Health Insurance Portability and Accountability Act of 1996 (HIPAA) and clinical affiliate confidentiality policies and procedures. The student will maintain confidentiality about all aspects of the clinical experience: this includes confidentiality for all patients, fellow students, clinical affiliate employees, physicians, and operations of the clinical affiliating agency. If a situation arises requiring disclosure of information by law, the student must seek out guidance from the clinical faculty member.
 - a) The student will only discuss confidential information in secure and appropriate locations and with those individuals who have a need/right to know.
 - b) The student will not remove or photocopy any part of the patient or clinical records.
 - c) The student will not use any patient identifiers, as defined by HIPAA, in written assignments.
 - d) The student will destroy any notes that were taken to provide care for the patient according to the clinical affiliate policy and will not carry those notes outside of the clinical.
 - e) The student is expected to follow guidelines in the School of Health Sciences Student program specific Handbook with regard to social media, cell phones, email or other electronic media.
 - f) The student will not discuss any patient, clinical experience with patients, or clinical site on social media. Postings on social media sites are not considered private nor are they ever truly deleted, regardless of privacy settings.
 - g) Students are prohibited from taking photos or videos of patients or their health record on personal electronic devices, even if the patient or hospital staff gives you permission to do so.

- h) The student will not access HIPAA protected information for patients/families not directly related to assigned patient care unless authorized by the clinical faculty, preceptor, or clinical agency staff.

- 2. The student will ensure that any communication of patient information is performed in a timely, accurate and truthful manner. Falsification of any component of the written, electronic, or oral patient record is prohibited.

- 3. The student will exhibit behaviors that respect the dignity and rights of the patient regardless of socioeconomic status, sexual orientation, race, religion, age, disability, marital status, gender, cultural practices or beliefs, or nature of the health problem.

- 4. The student must provide for patient safety at all times, including, but not limited to adherence to Standard Precaution Guidelines, safety rules and regulations, use of safety equipment and following written protocol for all diagnostic procedures and policies in the clinical setting.

- 5. The student will not abandon or neglect patients requiring health care.

- 6. The student will not leave the assigned clinical unit during assigned clinical hours without permission and without providing for safe patient hand-off.

- 7. The student will not perform any technique or procedure, including administration of medication, for which they are not approved and/or are unprepared by their formal Ivy Tech Community College School of Health Sciences education and experience. In some instances, **AND with faculty and/or preceptor approval**, students may be allowed to perform techniques or procedures with other licensed personnel. All clinical practice policies are subject to campus and/or statewide affiliation agreements.

- 8. The student will refrain from knowingly withholding action or information that creates unnecessary risk to the patient, self, or others including facility staff, peers, or faculty.

Group II

This Category Relates to General Protocol and Guidelines:

1. The student is expected to follow program guidelines regarding the attendance policy and notification of intended absence.
2. The student **must comply** with **ALL** rules, regulations, and policies of the occupational area and/or clinical agency/affiliate.
3. The student must refrain from smoking or using other tobacco products (including vapor or e-cigarettes) while in uniform, at clinical sites, or during school related events.
4. The student will not accept gratuities from patients; this includes both monetary and non-monetary gifts.

Group III

This Category Is Specific To Medication Administration:

Note: Administration of medication without faculty and/or preceptor approval is addressed in Group I and will be subject to the ACTIONS described for that Group.

1. A potential medication error that is prevented by the clinical faculty and/or preceptor, designated clinical facility staff or the electronic medication administration system, will still be considered a medication error on the part of the student.
2. The student will ensure that medications are administered on time and in accordance with patient's plan of care.
3. The student will follow correct medication procedures as summarized in the "Six Rights of Medication Administration" listed below:

SIX RIGHTS

Right Patient
Right Medication
Right Dose
Right Time/Date
Right Route
Right Documentation

4. The student will be prepared to verbalize knowledge of medication uses, side effects, adverse reactions, interactions with other patient medications, and the relationship to the patient and one or more diagnosis.
5. The student will calculate proper medication dosage or safe dosage in the clinical learning environments.
6. The student will report any medication error to their Ivy Tech clinical faculty member and/or preceptor, and clinical facility staff immediately in order that appropriate action may be taken to care for the involved patient and so that appropriate clinical agency policies are followed.

Any behavior not meeting the expectations listed above will result in a meeting with respective Health Sciences faculty member and a written/electronic status report (example: Maxient Report). Subsequent disciplinary action may be taken.

Social Networking Guidelines

Social media are powerful communication tools that can have a significant impact on the reputations of those who use them. This includes not only individuals but the organizations they represent. You must be mindful that anything you post on a social media site may be seen by anyone. Therefore, inappropriate postings about other students, faculty, college policies, action or decisions ***could be the basis for disciplinary action including termination from the program.*** Furthermore, the discussion of patient information through any of these venues is a **violation of patient confidentiality and HIPAA**. You have rights afforded by state and federal law but be aware that *not everything* you say or post online is protected. False, defamatory, harassing or intimidating postings are *not protected free speech*.

The College recognizes many students chose to participate on social networking sites. Students are reminded to use caution when posting on sites. Future employers and supervisors may have

access to these internet pages, comments and photographs which may be perceived as derogatory thus impacting employment opportunities. Students are reminded **NOT** to post photographs from clinical and laboratory settings as this is considered a breach of confidentiality. Comments that may be construed as negative/derogatory concerning the College and/or clinical site experiences, operations or patients may negatively impact student status and any reference to these is strictly prohibited.

ACADEMIC HONESTY STANDARDS

A foundation of mutual trust and individual responsibility is essential in an academic community. Faculty and administrators at Ivy Tech Community College assume the responsibility of creating an environment in which honesty is encouraged and dishonesty discouraged. Students are obligated to demonstrate respect for the principles of academic integrity by not participating in acts of academic dishonesty and by reporting violations to faculty or administration.

Academic dishonesty may take many forms. The following list may not be inclusive:

- Cheating – using unauthorized assistance, materials, or study aids in any academic exercise
- Plagiarism – using the words or ideas of another without appropriate acknowledgment
- Fabrication – falsifying or inventing information or data
- Deception – misrepresenting work or academic records; forging signatures
- Electronic Dishonesty – using network access in an inappropriate way, having an impact on a class or the work of others
- Facilitating Academic Dishonesty – intentionally assisting another student to commit an act of academic misconduct

Students who commit acts of academic dishonesty will be subject to disciplinary action by the College through due process procedures for student conduct violations. The penalties, listed in order of increasing severity, may be: (a) redoing the project; (b) lowering the project grade; (c) no credit for the assignment; (d) lowering the course grade; (e) failure for the course; (f) removal from the academic program; (g) dismissal from the College. The term “project” is not limited to classroom assignments and includes examinations, lab reports, care plans, library assignments, and any other exercises faculty evaluate.

**ASSOCIATE OF SCIENCE IN RADIATION THERAPY
HONOR CODE STATEMENT**

Honor Code

Upon entry into the Radiation Therapy Program, each student signs the Program’s honor pledge. As described in the Ivy Tech Community College Student Handbook and in the RDTH Student Handbook under “HUMAN SERVICES AND HEALTH TECHNOLOGIES DIVISION ACADEMIC HONESTY STANDARDS.” Violations of the Honor Code include, lying, cheating, plagiarism and/or failure to report the same. All students are expected to read the Ivy Tech Community College Student Handbook and note the information on Student Code of Conduct.

Students and faculty are responsible for reporting suspected honor code violations to the RDTH Program Chair. The pledge, to be written out in full on each assignment (homework, quizzes, tests, papers, examinations, and the like), reads as follows:

I have neither given nor received unauthorized aid on this examination (or other material turned in for credits), nor do I have reason to believe anyone else has. Further, I realize that writing down examination questions following an exam/test and/or exam/test review and/or sharing of such is not allowed and is considered a form of cheating in the RDTH Program.

NAME _____ **DATE** _____

SIGNATURE _____

Dishonesty in any form will not be tolerated by faculty in the Radiation Therapy Program. Integrity is considered to be a vital component of professional behavior. Consequently, any action by the radiation therapy faculty resulting in a sanction against the student will be cause for course failure and/or dismissal from the program.

I, _____, have read the above Honor Code Statement and agree to abide by this policy.

STUDENT SIGNATURE _____

DATE READ AND RECEIVED _____



PHOTO/VIDEO CONSENT FORM

I, the undersigned, am an adult and voluntarily consent to be photographed and/or video taped. I understand that the intended use of the photograph/video tape(s) is for publicity, education or public information efforts for Ivy Tech Community College for print and the web. I authorize any such use, by or on behalf of Ivy Tech Community College, of the photograph/video tape(s) and understand that I will not be paid or compensated by Ivy Tech Community College in any way for the taking or lawful use of any photograph/video tape(s).

I hereby release and discharge Ivy Tech Community College and its employees, agents and representatives from any claims, liability or results caused by the lawful use of said photograph/video tape(s) of me, which I have now voluntarily authorized as a gift to Ivy Tech Community College.

Printed Name: _____

Signature: _____

Phone Number: _____

Personal Email Address: _____

Date: _____

General Program Information

PROGRAM TRAINING EQUIPMENT

The radiation therapy program has a state of the art Virtual Environment Radiotherapy Training (VERT) system that is used to train students in current radiation therapy procedures in a safe and controlled environment. VERT is integrated into the program curriculum and used each semester to help better understand concepts in radiation therapy such as anatomy, treatment techniques and treatment delivery. Students have access to this system to better prepare them for clinical situations in a safe and engaging, non-pressured environment.

ARTICULATION

The radiation therapy program at Bloomington has affiliation agreements with University of Southern Indiana, Saint Joseph's College Online, Purdue Global, and Olivet Nazarene University. Additional information regarding articulation can be obtained through the RDTH Program Chair, the Academic Counselor, the Registrar or on the Radiation Therapy webpage.

PROFESSIONAL ORGANIZATIONS

American Society of Radiologic Technologists (ASRT)

The ASRT is the national professional organization of Radiologic technologists. Purposes of the ASRT are educational, scientific, and socioeconomic. The ASRT sponsors a national meeting each October and publishes the Society journals, Radiologic Technology and Radiation Therapist.

Indiana Society of Radiologic Technologists (ISRT)

The ISRT is the state professional organizations of Radiologic technologists. The purpose of the Indiana Society of Radiologic Technologists is to advance the professions of radiation and imaging disciplines and specialties; to maintain high standards of education; to enhance the quality of patient care; and to further the welfare of radiologic technologists

American Registry of Radiologic Technologists (ARRT)

ARRT is the world's largest credentialing organization that seeks to ensure high quality patient care in radiologic technology. They test and certify technologists and administer continuing education and ethics requirements for their annual registration.

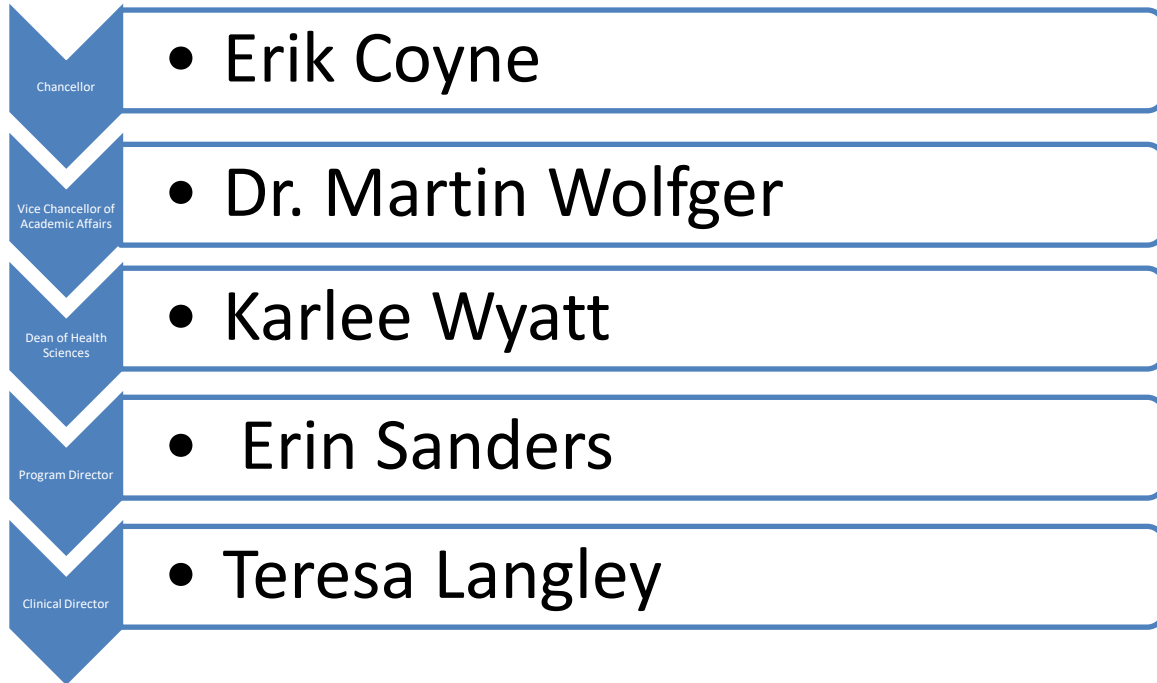
Joint Review Committee on Education in Radiologic Technology (JRCERT)

The JRCERT promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. The only agency recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy, the JRCERT accredits educational programs in radiography and radiation therapy and in the related disciplines of magnetic resonance and medical dosimetry.

American Society of Therapeutic Radiation Oncologists

Radiation oncologists, radiation oncology nurses, medical physicists, radiation therapists, dosimetrists and biologists comprise ASTRO's more than 8,500 members, making it the largest radiation oncology organization of its kind. ASTRO's mission is to advance the practice of radiation oncology by promoting excellence in patient care, providing opportunities for educational and professional development, promoting research and disseminating research results, and representing radiation oncology in a rapidly evolving healthcare environment.

RADIATION THERAPY PROGRAM ORGANIZATIONAL CHART



**RDTH FACULTY/STAFF LIST
IVY TECH COMMUNITY COLLEGE – BLOOMINGTON**

	TITLE	OFFICE	OFFICE PHONE (812) 332-1559	E-MAIL ADDRESS
Martin Wolfger	Vice Chancellor of Academic Affairs	A120A	812-330-6131	mwolfger@ivytech.edu
Karlee Wyatt	Dean of Health Sciences	A120	812-330-6288	kwyatt13@ivytech.edu
Erin Sanders	Program Director	C218C	812-330-6322	esanders41@ivytech.edu
Teresa Langley	Clinical Director	C206	812-330-6326	tlangley11@ivytech.edu
Doug Frye	Medical Physics Advisor	IU Health-Bloomington Cancer Radiation Center	812-353-2834	dfrye@iuhealth.org
Rose Jones	Clinical Supervisor	IU Health – Bloomington Cancer Radiation Center	812-353-2857	rjones25@iuhealth.org
Ashley Amstutz	Clinical Supervisor	IU Health - Bedford Cancer Radiation Center	812-276-2407	aamstutz@iuhealth.org
Brittany Copland	Clinical Supervisor	Schneck Med. Center	812-523-5205	bcopeland@schneckmed.org
Chelsey Kramer	Clinical Supervisor	Major Health Partners	317-421-1838	ckramer@majorhospital.org
Kevin Adamczyk	Clinical Supervisor	Terre Haute Regional	812-237-9326	kevin.adamczyk@hcahealthcare.com
Kerstin Ketchem	Clinical Supervisor	IU Health – Morgan Hospital	765-349-6419	kketchem@iuhealth.org
Dara Ramsey	Clinical Supervisor	Hux Cancer Center – Union Health	812-238-4598	dramsey@cancercaregroup.com
Candi Lunsford	Clinical Supervisor	Columbus Regional Hospital	812-376-5536	clunsford@crh.org
Sarah Menke	Clinical Supervisor	Jasper Memorial Hospital	812-996-7486	smenke@mhhcc.org
Frankie Willbanks	Clinical Supervisor	Baptist Health Floyd	812-948-4312	frankie.willbanks@bhsi.com

STUDENT RESOURCES

Bloomington Online Technology Services

Room C234 | bots@ivytech.edu | (812) 330-6230 | Monday-Friday: 8am-5pm

Career Link: Help with resume writing, interview practice, jobs and more

bloomington-careercoaching@ivytech.edu | (812) 330-6018 | <https://www.ivytech.edu/CCEC/15779.html>

Center for Online Writing Support (COWS)

Get free help and feedback for writing assignments | cows@ivytech.edu

Community Resources

Free and reduced price resources from community partners | ivyassist.findhelp.com

Computer Help Desk

Room B203 | (812) 330-6084 | Spring Hours: Mon-Thur: 8am-10pm Fri: 8am-9pm Sat: 9am-1pm

Counseling and Outreach: FREE Counseling for students

Room C139 | www.ivytech.edu/bloomington/counseling | Complete "Counseling Request Form" to request appt.

Disability Support Services

Room C139 | Bloomington-DSS@ivytech.edu | (812) 330-6046

Financial Aid

bloomington-finaid@ivytech.edu | (812) 330-6160 | Visit the Express Enrollment Center for drop ins or appointments
Monday – Thursday 8am – 6pm Friday 12 pm – 5pm (appt only)

Library

Room D123 | (812) 330-6080 | Monday-Thursday: 8am to 9:30pm, Friday: 8am to 9pm, Saturday 8am-1pm

Security

For Emergencies - Emergency button on any campus phone or 812-330-6003 | Non Emergency 812-330-6249

Student Life / IvyLife

Visit www.ivylife.ivytech.edu for a complete listing of organizations, clubs, and sports. | Room C139

Learning Commons: FREE tutoring

Room D117 | (812) 330-6190 | Monday-Thursday 10am-8pm. Friday 10am-6pm

Student Wraparound Resources

Room C139 | Bloomington-IvyCares@ivytech.edu

Veteran Services

Visit the Express Enrollment Center Monday – Thursday 8am – 6pm Friday 9am – 5pm |
(812) 330-6009 | Bloomington-GIBill@ivytech.edu





Student Accident Insurance Claim Paperwork

What's Included:

- 1. Instructions** – *Please read this document carefully and in its entirety*
- 2. Insurance ID card** – *To provide insurance company information to a medical provider in the event that you seek treatment AND wish to utilize the College's Student Accident insurance policy*
- 3. Insurance Claim Form** – *To file a claim under the College's Student Accident insurance policy*

About Student Accident Insurance:

For students registered in credit courses, the College provides no-fault accident insurance in a designated amount of \$3,000 for injuries sustained while participating in College-sponsored activities, on College premises or any premises designated by the College (i.e. clinical site). Injuries which are not deemed accidents but rather arise from an underlying sickness or health condition are generally not covered.

Examples of covered accidents include, but are not limited to, the following:

- Cutting a finger while chopping an onion in culinary arts class
- Getting a fleck of metal in the eye while welding in auto body repair class
- Twisting an ankle while lifting a patient in nursing class
- Exposure to bloodborne / airborne pathogen (i.e. needle stick sustained at clinical)

In the case of a pathogen exposure, source patient testing is covered under this policy. A source patient utilizing this insurance will need to complete the claim form in the same manner as the student.

This accident insurance is excess insurance, meaning all other valid and collectible medical insurance must be utilized prior to the consideration of this insurance. It is not intended to replace insurance coverage students may already have, rather, it is intended to fill in the gaps (pay for deductibles, co-pays or other eligible expenses) of a primary medical insurance policy up to the accident policy limit. Students should review their own coverage. In the absence of other insurance, this insurance becomes primary. Coverage is provided at no cost to the student. The offering and use of this insurance does not represent an acceptance of liability from the College.

Once the maximum policy benefit of \$3,000 is reached, the student is fully responsible for payment of medical bills. Filing a claim does not guarantee acceptance and payment of a claim. The master insurance policy issued to Ivy Tech is on file at the Systems Office. The description of the hazards insured, benefits and exclusions is controlled by the master policy. Students with questions may contact their campus student accident gatekeeper.

How To Access the Student Accident Insurance Policy:

1. **It is the student's responsibility to report injuries promptly via the *Student Accident Report*, accessible on MyIvy. The College cannot authorize a claim without this report.**
2. If an injury requires evaluation and treatment from a medical professional AND you wish to utilize the Student Accident insurance policy, present the *Student Accident Insurance ID Card*, along with your primary medical insurance ID card, at the facility where you choose to seek treatment. **Any existing medical insurance policy should be utilized first and considered primary. The Student Accident policy should be presented as excess insurance.** In the absence of other insurance, the Student Accident policy becomes primary. If you do not have the *Student Accident Insurance ID card* to present at the point of service, you should call in the insurance information promptly, once received.
3. **If you have given the medical provider the student accident insurance information (on the ID card), the expectation is that the medical provider will deliver bills directly to the claims administrator. If this does not happen, and you receive a bill for payment, you must do the following:**
 - Request an itemized bill from the provider AND obtain your primary insurance Explanation of Benefits (EOB)
 - Submit both to the claims administrator as shown on the ID card and claim form.
IMPORTANT: The claims administrator requires and only considers eligible expenses from an itemized bill, which is a standard form for billing health insurance claims (e.g. HCFA 1500, UB-92 or UB-04). An itemized bill MUST include the following: patient's name, date of service, type of service rendered (procedure code), nature of condition being treated (diagnosis code), provider's name, provider's address and provider's tax identification number. Itemized bills are not standard and are not typically delivered to patients, unless by request. Do not confuse a standard bill of services with an itemized bill.
4. Complete the *Insurance Claim Form* and mail it to the claims administrator as shown on the form along with any itemized bills and primary carrier statements, keeping copies of what you send.
5. Once the claims administrator processes a claim, you will receive an Explanation of Benefits (EOB). Do not ignore the EOB. Please review the statement carefully to determine if a claim has been paid or if additional information is necessary. If you have questions or have difficulty interpreting the EOB, you should contact the claims administrator. **WELLFLEET GROUP, LLC, P.O. BOX 15369, SPRINGFIELD, MA 01115-5369 / 877-657-5030.**
6. If you encounter difficulty with claim processing or payment, please contact Jabari Lewis, Executive Director of Risk Management & Insurance at jlewis309@ivytech.edu.

If an injury requires evaluation and treatment from a medical professional AND you wish to utilize the Student Accident insurance policy, present this Student Accident Insurance ID Card, along with your primary medical insurance ID card, at the facility where you choose to seek treatment.

If you do not have this in hand at the time of treatment, you should phone the medical provider and provide the information promptly.

You must complete a Student Accident Report and Insurance Claim Form if using this insurance. Your claim cannot be processed otherwise.

--- Cut and fold, if desired ----

<p style="text-align: center;">INSURANCE ID CARD</p> <p>This student was injured while fulfilling requirements for an Ivy Tech class. This is an excess insurance policy. All other valid and collectible medical insurance policies must be utilized prior to the consideration of this policy. In the absence of any other insurance, this policy may become primary.</p> <p>Student's Name: _____</p>	<p style="text-align: center;">Policy Number: WI2223INACC17</p> <p style="text-align: center;">Itemized bills (HCFA 1500, UB-04 or UB-92) must be sent for consideration to the insurance carrier listed below.</p> <p style="text-align: center;"><u>DO NOT BILL IVY TECH.</u></p> <p style="text-align: center;">WELLFLEET GROUP, LLC P.O. BOX 15369 SPRINGFIELD, MA 01115-5369 877-657-5030</p>
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Student Accident Claim Form

Upon completion, send this form to:
customerservice@wellfleetinsurance.com
Wellfleet Group, LLC PO Box 15369
Springfield, MA 01115-5369
Fax (413) 733 - 4612

School Name:			
Student Name:	Member ID Number:	Date of Birth:	
Student Address*	City	State	Zip
Email:	Telephone:		

***Note: All address changes must be done through your plan sponsor.**

Do you have any other insurance or medical plan that covers this condition? YES NO
If yes, please enter the name and telephone number of the insurance company:
_____ Other Insurance Policy#: _____

Details of Accident/Injury

Date of injury: _____

Please describe where and how injury occurred: _____

Body Part Injured (please include left/right) _____

Was the injury a result of an auto accident? YES NO

If yes, please provide a copy of the police report, and letter from the automobile carrier advising the amount of medical benefits available or advising there is no Medical/No Fault benefits available. These are required documents.

Were you injured while working on the job? YES NO

Were you injured during practice or play of an intercollegiate sport? YES NO
If yes, name of sport _____

If yes, signature of athletic director: _____

Have you ever sought treatment for this injury in the past? YES NO

If yes, please describe past treatment and dates: _____

Claims Instructions

Covered expenses may be paid in excess of valid and collectible insurance. You must submit the claim to your primary insurance carrier and submit to us an explanation of benefits along with the itemized bills including dates of service, diagnosis and charges before we can calculate payment.

I authorize any physician, hospital, company, employer or organization to release the medical history, treatments or benefits payable for this claim to Wellfleet Group, LLC or its payor for which it is an authorized plan administrator. A photocopy of this form shall be just as valid as the original. I authorize Wellfleet Group, LLC or its representatives to pay all bills in conjunction with this claim directly to the physician, hospital or other health care provider rendering service.

I certify that I have read all answers to this form, and to the best of my knowledge the information I have given is complete and true. Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material hereto, commits a fraudulent insurance act, which is a crime and shall be subject to a civil penalty (not to exceed five thousand dollars in New York) and the stated value of the claim for each violation.

Signature of Claimant

Date

FRAUD NOTICES. FOR RESIDENTS OF ALL STATES OTHER THAN THOSE LISTED BELOW:

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Alabama. Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution, fines, or confinement in prison, or any combination thereof.

Alaska. A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete or misleading information may be prosecuted under state law.

Arizona. For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

California. For your protection California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Colorado. It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Delaware Idaho, Indiana, and Oklahoma. Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

District of Columbia. WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Florida. Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Kentucky. Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

Maine. It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

Maryland. Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Minnesota. A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

New Hampshire. Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

New Jersey. Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

New Mexico. Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

New York. Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Ohio. Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Oregon. Any person who knowingly and with intent to defraud any insurance company or other person: (1) files an application for insurance or statement of claim containing any materially false information; or, (2) conceals for the purpose of misleading, information concerning any material fact, may have committed a fraudulent insurance act.

Pennsylvania. Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Puerto Rico. Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances are present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

Tennessee, Virginia and Washington. It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

Texas. Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK
IVY TECH COMMUNITY COLLEGE – BLOOMINGTON
ASSOCIATE OF SCIENCE IN RADIATION THERAPY PROGRAM

NAME: _____

CURRENT ADDRESS: _____

COLLEGE ID (C)NUMBER: _____

DATE OF PROGRAM ENTRY: _____

I HAVE RECEIVED A COPY OF THE ASSOCIATE OF SCIENCE IN RADIATION THERAPY PROGRAM STUDENT HANDBOOK.

SIGNATURE: _____

DATE: _____